

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE 1	72
2. CONTRACT (Proc. Inst. Ident.) NO. DTFAAC-05-D-00016		3. EFFECTIVE DATE 2/1/05		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 0400650		
ISSUED BY NAS Acquisition Contracting Team (AMQ-210) 600 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4929		CODE		6. ADMINISTERED BY (If other than Item 5) CODE FAA, NAS Acquisition Contract Mgmt. Team (AMQ-240) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4929		
7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) The Titan Corporation 11955 Freedom Drive-10 th Floor Reston, VA 20190 DUNS#:136127482				8. DELIVERY Reference F.3 FOB OTHER (See below)		9. DISCOUNT FOR PROMPT PAYMENT Net 30
CODE 3HNV7		FACILITY CODE		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN:		ITEM BLOCK 12.
11. SHIP TO/MARK FOR FAA/MM Aeronautical Center 6500 S. MacArthur Blvd., P. O. Box 25082 Oklahoma City, OK 73169		CODE		12. PAYMENT WILL BE MADE BY: CODE FAA, Financial Operations Division (AMZ-100) P.O. Box 25710 Oklahoma City, OK 73125-4913 (405) 954-4304		
13 RESERVED		14. ACCOUNTING AND APPROPRIATION DATA To be shown on delivery order(s) issued hereunder.				
15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT	

Accepted as to contract line items 1 through 6, inclusive, in Part I, Section B, Base Contract Year only. Amendment A001 incorporated herein.

ESTIMATED

15G. TOTAL AMOUNT OF CONTRACT \$33,055,726.00

16. TABLE OF CONTENTS

(X)	SEC	DESCRIPTION	PAGE(S)	(X)	SEC	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	55-71
X	B	SUPPLIES OR SERVICES AND PRICES/COST	2-31	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS/WORK STATEMENT	32-33	X	J	LIST OF ATTACHMENTS	72
X	D	PACKAGING AND MARKING	N/A	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	33	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	INCORPORATED
X	F	DELIVERIES OR PERFORMANCE	33-35		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	BY REF-
X	G	CONTRACT ADMINISTRATION DATA	35-36		M	EVALUATION FACTORS FOR AWARD	ERENCE
X	H	SPECIAL CONTRACT REQUIREMENTS	36-55				

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. x CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)		18. AWARD (Contractor is not required to sign this doc.) Your offer on Solicitation Number <u>DTFAAC-04-R-00650</u> , including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.	
19A. NAME AND TITLE OF SIGNER (Type or print) Joseph Ruppert-V.P. Contracts		20A. NAME OF CONTRACTING OFFICER PHYLLIS TOWNSLEY	
19B. NAME OF CONTRACTOR <i>[Signature]</i> (Signature of person authorized to sign)		20B. UNITED STATES OF AMERICA <i>[Signature]</i> (Signature of Contracting Officer)	
19C. DATE SIGNED <u>1/25/05</u>		20C. DATE SIGNED <u>1/26/05</u>	

PART I – SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

B.1(a) The contractor shall furnish all personnel and when required, space, materials, equipment and supplies to provide Information Technology (IT) support services in accordance with the terms, conditions and provisions set forth herein and in the attached Performance Work Statement (PWS). The contractor shall be paid for services performed in accordance with the following price schedule:

<u>CLIN</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
1	PHASE-IN	1	JOB	XXXX	

(Not applicable to Option Years)

BASE YEAR (February 1, 2005 through February 28, 2006)

		<u>Estimated Annual Requirements</u>	<u>Unit</u>	<u>Hourly Composite Rate</u>	<u>Amount</u>
2.	<u>DISCIPLINE (SKILL):</u>				
2.1	Programmer, Level III				
2.1A	Programmer, Level III (Regular Hrs)	2,008	Hr	\$39.47	\$79,256.00
2.1B	Programmer, Level III (Premium Hrs)	1	* Hr	\$39.47	\$39.00
2.2	Programmer, Level II				
2.2A	Programmer, Level II (Regular Hrs)	8,032	Hr	\$35.59	\$285,859.00
2.2B	Programmer, Level II (Premium Hrs)	492	* Hr	\$35.59	\$17,510.00
2.3	Programmer, Level I				
2.3A	Programmer, Level I (Regular Hrs)	14,056	Hr	\$31.40	\$441,358.00
2.3B	Programmer, Level I (Premium Hrs)	500	Hr	\$31.40	\$15,700.00
2.4	System Analyst/Programmer, Level V				
2.4A	System Analyst/Programmer, Level V (Regular Hrs)	71,284	Hr	\$54.42	\$3,879,275.00
2.4B	System Analyst/Programmer, Level V (Premium Hrs)	2,750	Hr	\$54.42	\$149,655.00
2.5	System Analyst/Programmer, Level IV				
2.5A	System Analyst/Programmer, Level IV (Regular Hrs)	58,232	Hr	\$51.33	\$2,989,049.00
2.5B	System Analyst/Programmer, Level IV (Premium Hrs)	1,719	Hr	\$51.33	\$88,236.00
2.6	System Analyst/Programmer, Level III				
2.6A	System Analyst/Programmer, Level III (Regular Hrs)	56,224	Hr	\$48.03	\$2,700,439.00
2.6B	System Analyst/Programmer, Level III (Premium Hrs)	2,259	Hr	\$48.03	\$108,500.00
2.7	System Analyst/Programmer, Level II				
2.7A	System Analyst/Programmer, Level II (Regular Hrs)	12,048	Hr	\$45.15	\$543,967.00
2.7B	System Analyst/Programmer, Level II (Premium Hrs)	342	Hr	\$45.15	\$15,441.00
2.8	System Analyst/Programmer, Level I				
2.8A	System Analyst/Programmer, Level I (Regular Hrs)	8,032	Hr	\$41.96	\$337,023.00
2.8B	System Analyst/Programmer, Level I (Premium Hrs)	384	Hr	\$41.96	\$16,113.00
2.9	Web Developer, Level III				
2.9A	Web Developer, Level III (Regular Hrs)	10,040	Hr	\$57.21	\$574,388.00
2.9B	Web Developer, Level III (Premium Hrs)	1	* Hr	\$57.21	\$57.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.10	Web Developer, Level II				
2.10A	Web Developer, Level II (Regular Hrs)	24,096	Hr	\$47.02	\$1,132,994.00
2.10B	Web Developer, Level II (Premium Hrs)	586	Hr	\$47.02	\$27,554.00
2.11	Web Developer, Level I				
2.11A	Web Developer, Level I (Regular Hrs)	11,044	Hr	\$37.88	\$418,347.00
2.11B	Web Developer, Level I (Premium Hrs)	200	Hr	\$37.88	\$7,576.00
2.12	Web Technical Administrator				
2.12A	Web Technical Administrator (Regular Hrs)	1	Hr	\$60.17	\$60.00
2.12B	Web Technical Administrator (Premium Hrs)	1 *	Hr	\$60.17	\$60.00
2.13	Data Base Administrator, Level III				
2.13A	Data Base Administrator, Level III (Regular Hrs)	2,008	Hr	\$67.47	\$135,480.00
2.13B	Data Base Administrator, Level III (Premium Hrs)	20	Hr	\$67.47	\$1,349.00
2.14	Data Base Administrator, Level II				
2.14A	Data Base Administrator, Level II (Regular Hrs)	1	Hr	\$54.66	\$55.00
2.14B	Data Base Administrator, Level II (Premium Hrs)	1 *	Hr	\$54.66	\$55.00
2.15	Data Base Administrator, Level I				
2.15A	Data Base Administrator, Level I (Regular Hrs)	1	Hr	\$41.26	\$41.00
2.15B	Data Base Administrator, Level I (Premium Hrs)	1 *	Hr	\$41.26	\$41.00
2.16	System Administrator, Level IV				
2.16A	System Administrator, Level IV (Regular Hrs)	1	Hr	\$60.17	\$60.00
2.16B	System Administrator, Level IV (Premium Hrs)	1 *	Hr	\$60.17	\$60.00
2.17	System Administrator, Level III				
2.17A	System Administrator, Level III (Regular Hrs)	20,080	Hr	\$47.53	\$954,402.00
2.17B	System Administrator, Level III (Premium Hrs)	1,925	Hr	\$47.53	\$91,495.00
2.18	System Administrator, Level II				
2.18A	System Administrator, Level II (Regular Hrs)	2,008	Hr	\$39.01	\$78,332.00
2.18B	System Administrator, Level II (Premium Hrs)	50	Hr	\$39.01	\$1,951.00
2.19	System Administrator, Level I				
2.19A	System Administrator, Level I (Regular Hrs)	8,032	Hr	\$34.37	\$276,060.00
2.19B	System Administrator, Level I (Premium Hrs)	300	Hr	\$34.37	\$10,311.00
2.20	Information Technology Security Specialist, Level III				
2.20A	Information Tech Security Spec, Level III (Regular Hrs)	2,008	Hr	\$69.99	\$140,540.00
2.20B	Information Tech Security Spec, Level III (Premium Hrs)	1 *	Hr	\$69.99	\$70.00
2.21	Information Technology Security Specialist, Level II				
2.21A	Information Tech Security Spec, Level II (Regular Hrs)	2,008	Hr	\$55.21	\$110,862.00
2.21B	Information Tech Security Spec, Level II (Premium Hrs)	1 *	Hr	\$55.21	\$55.00
2.22	Information Technology Security Specialist, Level I				
2.22A	Information Tech Security Spec, Level I (Regular Hrs)	2,008	Hr	\$46.34	\$93,051.00
2.22B	Information Tech Security Spec, Level I (Premium Hrs)	1 *	Hr	\$46.34	\$46.00
2.23	Information Technology Technical Specialist, Level III				
2.23A	Information Technology Tech Spec, Level III (Regular Hrs)	1	Hr	\$84.25	\$84.00
2.23B	Information Technology Tech Spec, Level III (Premium Hrs)	1 *	Hr	\$84.25	\$84.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.24	Information Technology Technical Specialist, Level II				
2.24A	Information Technology Tech Spec, Level II (Regular Hrs)	68,272	Hr	\$65.39	\$4,464,306.00
2.24B	Information Technology Tech Spec, Level II (Premium Hrs)	3,373	Hr	\$65.39	\$220,560.00
2.25	Information Technology Technical Specialist, Level I				
2.25A	Information Technology Tech Spec, Level I (Regular Hrs)	10,040	Hr	\$59.46	\$596,978.00
2.25B	Information Technology Tech Spec, Level I (Premium Hrs)	310	Hr	\$59.46	\$18,433.00
2.26	Information Technology Training Specialist				
2.26A	Information Technology Training Specialist (Regular Hrs)	1	Hr	\$52.49	\$52.00
2.26B	Information Technology Training Specialist (Premium Hrs)	1 *	Hr	\$52.49	\$52.00
2.27	Project Manager				
2.27A	Project Manager (Regular Hrs)	1	Hr	\$82.71	\$83.00
2.27B	Project Manager (Premium Hrs)	1 *	Hr	\$82.71	\$83.00
2.28	Help Desk Specialist, III				
2.28A	Help Desk Specialist, III (Regular Hrs)	2,008	Hr	\$34.94	\$70,160.00
2.28B	Help Desk Specialist, III (Premium Hrs)	1 *	Hr	\$34.94	\$35.00
2.29	Help Desk Specialist, II				
2.29A	Help Desk Specialist, II (Regular Hrs)	2,008	Hr	\$27.43	\$55,079.00
2.29B	Help Desk Specialist, II (Premium Hrs)	100	Hr	\$41.13	\$4,113.00
2.30	Help Desk Specialist, I				
2.30A	Help Desk Specialist, I (Regular Hrs)	10,040	Hr	\$22.97	\$230,619.00
2.30B	Help Desk Specialist, I (Premium Hrs)	400	Hr	\$34.47	\$13,788.00
2.31	Office Automation Specialist, Level IV				
2.31A	Office Automation Specialist, Level IV (Regular Hrs)	12,048	Hr	\$56.02	\$674,929.00
2.31B	Office Automation Specialist, Level IV (Premium Hrs)	90	Hr	\$56.02	\$5,042.00
2.32	Office Automation Specialist, Level III				
2.32A	Office Automation Specialist, Level III (Regular Hrs)	24,096	Hr	\$48.47	\$1,167,933.00
2.32B	Office Automation Specialist, Level III (Premium Hrs)	50	Hr	\$48.47	\$2,424.00
2.33	Office Automation Specialist, Level II				
2.33A	Office Automation Specialist, Level II (Regular Hrs)	8,032	Hr	\$44.04	\$353,729.00
2.33B	Office Automation Specialist, Level II (Premium Hrs)	20	Hr	\$44.04	\$881.00
2.34	Office Automation Specialist, Level I				
2.34A	Office Automation Specialist, Level I (Regular Hrs)	1	Hr	\$38.16	\$38.00
2.34B	Office Automation Specialist, Level I (Premium Hrs)	1 *	Hr	\$38.16	\$38.00
2.35	Functional Analyst, Level IV				
2.35A	Functional Analyst, Level IV (Regular Hrs)	64,256	Hr	\$71.78	\$4,612,296.00
2.35B	Functional Analyst, Level IV (Premium Hrs)	1,580	Hr	\$71.78	\$113,412.00
2.36	Functional Analyst, Level III				
2.36A	Functional Analyst, Level III (Regular Hrs)	1	Hr	\$69.79	\$70.00
2.36B	Functional Analyst, Level III (Premium Hrs)	1 *	Hr	\$69.79	\$70.00
2.37	Functional Analyst, Level II				
2.37A	Functional Analyst, Level II (Regular Hrs)	14,056	Hr	\$55.24	\$776,453.00
2.37B	Functional Analyst, Level II (Premium Hrs)	600	Hr	\$55.24	\$33,144.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.38	Functional Analyst, Level I				
2.38A	Functional Analyst, Level I (Regular Hrs)	2,008	Hr	\$51.26	\$102,930.00
2.38B	Functional Analyst, Level I (Premium Hrs)	24	Hr	\$51.26	\$1,230.00
2.39	Information Engineer, Level IV				
2.39A	Information Engineer, Level IV (Regular Hrs)	4,016	Hr	\$93.21	\$374,331.00
2.39B	Information Engineer, Level IV (Premium Hrs)	384	Hr	\$93.21	\$35,793.00
2.4	Information Engineer, Level III				
2.40A	Information Engineer, Level III (Regular Hrs)	26,104	Hr	\$74.69	\$1,949,708.00
2.40B	Information Engineer, Level III (Premium Hrs)	1 *	Hr	\$74.69	\$75.00
2.41	Information Engineer, Level II				
2.41A	Information Engineer, Level II (Regular Hrs)	1	Hr	\$68.62	\$69.00
2.41B	Information Engineer, Level II (Premium Hrs)	192	Hr	\$68.62	\$13,175.00
2.42	Information Engineer, Level I				
2.42A	Information Engineer, Level I (Regular Hrs)	2,008	Hr	\$63.10	\$126,705.00
2.42B	Information Engineer, Level I (Premium Hrs)	1 *	Hr	\$63.10	\$63.00
2.43	Computer Operator, Level IV				
2.43A	Computer Operator, Level IV (Regular Hrs)	2,008	Hr	\$34.94	\$70,160.00
2.43B	Computer Operator, Level IV (Premium Hrs)	1 *	Hr	\$34.94	\$35.00
2.44	Computer Operator, Level III				
2.44A	Computer Operator, Level III (Regular Hrs)	4,016	Hr	\$29.73	\$119,396.00
2.44B	Computer Operator, Level III (Premium Hrs)	20	Hr	\$29.73	\$595.00
2.45	Computer Operator, Level II				
2.45A	Computer Operator, Level II (Regular Hrs)	10,040	Hr	\$25.79	\$258,932.00
2.45B	Computer Operator, Level II (Premium Hrs)	190	Hr	\$38.67	\$7,347.00
2.46	Computer Operator, Level I				
2.46A	Computer Operator, Level I (Regular Hrs)	1	Hr	\$22.02	\$22.00
2.46B	Computer Operator, Level I (Premium Hrs)	1 *	Hr	\$33.04	\$33.00
2.47	Technical Typist				
2.47A	Technical Typist (Regular Hrs)	4,016	Hr	\$19.71	\$79,155.00
2.47B	Technical Typist (Premium Hrs)	100	Hr	\$29.56	\$2,956.00
2.48	Technical Writer, Level II				
2.48A	Technical Writer, Level II (Regular Hrs)	1	Hr	\$41.80	\$42.00
2.48B	Technical Writer, Level II (Premium Hrs)	20	Hr	\$41.80	\$836.00
2.49	Technical Writer, Level I				
2.49A	Technical Writer, Level I (Regular Hrs)	18,072	Hr	\$35.83	\$647,520.00
2.49B	Technical Writer, Level I (Premium Hrs)	492	Hr	\$35.83	\$17,628.00
2.5	Video Production Assistant				
2.50A	Video Production Assistant (Regular Hrs)	1	Hr	\$27.85	\$28.00
2.50B	Video Production Assistant (Premium Hrs)	1 *	Hr	\$27.85	\$28.00
2.51	Telecommunications Specialist, Level VI				
2.51A	Telecommunications Specialist, Level VI (Regular Hrs)	1	Hr	\$63.51	\$64.00
2.51B	Telecommunications Specialist, Level VI (Premium Hrs)	1 *	Hr	\$63.51	\$64.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.52	Telecommunications Specialist, Level V				
2.52A	Telecommunications Specialist, Level V (Regular Hrs)	1	Hr	\$48.72	\$49.00
2.52B	Telecommunications Specialist, Level V (Premium Hrs)	1 *	Hr	\$48.72	\$49.00
2.53	Telecommunications Specialist, Level IV				
2.53A	Telecommunications Specialist, Level IV (Regular Hrs)	1	Hr	\$37.41	\$37.00
2.53B	Telecommunications Specialist, Level IV (Premium Hrs)	1 *	Hr	\$37.41	\$37.00
2.54	Telecommunications Specialist, Level III				
2.54A	Telecommunications Specialist, Level III (Regular Hrs)	1	Hr	\$31.64	\$32.00
2.54B	Telecommunications Specialist, Level III (Premium Hrs)	1 *	Hr	\$31.64	\$32.00
2.55	Telecommunications Specialist, Level II				
2.55A	Telecommunications Specialist, Level II (Regular Hrs)	1	Hr	\$27.01	\$27.00
2.55B	Telecommunications Specialist, Level II (Premium Hrs)	1 *	Hr	\$40.54	\$41.00
2.56	Telecommunications Specialist, Level I				
2.56A	Telecommunications Specialist, Level I (Regular Hrs)	4,016	Hr	\$22.02	\$88,432.00
2.56B	Telecommunications Specialist, Level I (Premium Hrs)	10	Hr	\$33.04	\$330.00

*The annual estimated quantity of one (1) hour was provided for the purpose of evaluation.

3	<p>CONTRACTOR FURNISHED ITEMS The contractor shall furnish space, workstations, associated hardware and software, office equipment/furnishings, materials and supplies when government-furnished items are not available or accessible and when included in task descriptions. See PWS Section 4. (To be reimbursed on contractor's Cost)</p>	<p>G&A may be applied at a rate not to exceed _____ Profit shall not be applied.</p> <p>*Offeror to propose G&A rate. Estimated <u>\$5,000.00</u></p>
4	<p>TRAVEL: Costs shall be reimbursed to the contractor in accordance with Clause H.7</p>	<p>G&A may be applied at a rate not to exceed _____ Profit shall not be applied. *Offeror to propose G&A rate. Estimated <u>\$15,000.00</u></p>

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

B.1(b) SPECIAL SUPPORT REQUIREMENTS

5. SPECIAL SUPPORT REQUIREMENTS—The special support requirements Items set forth below are not included in the basic work Items in B.1(a). The work called for under these items shall be accomplished when and as directed by the Contracting Officer in accordance with Section H (Clauses H.3 and H.4) PWS paragraph 4.4.

G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

*Offeror to propose G&A and profit rates

B.1(b)(1) Fixed Price Items. For accomplishment of work set forth in these Items, see H.4(d)(i) and (e).

5.A SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

B.1(b)(2) Fixed Hourly Rate Items. For accomplishment of work set forth in these Items, see H.4(d)(ii).

5.B SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

6 PAY ADJUSTMENT FOR WORK PERFORMED OUTSIDE OKLAHOMA CITY AREA. To be Negotiated
Reference Clause H.33, Pay Adjustment for Work Performed Outside the Oklahoma City, OK Area

Wrap rate excluding G&A and profit may be applied at a rate not to exceed _____
G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

**Offeror to propose wrap rate, G&A and profit

NOTES: A guaranteed minimum of \$2,000,000 will be awarded during the period of the base year performance.

Payment for CLINS 2 through 4 will be in accordance with contract clause entitled “Payments Under Time-and-Materials and Labor-Hour Contracts.” Payment for CLINS 1 and 5 will be made in accordance with either contract clause entitled “Payments” or “Payments Under Time-and-Materials and Labor-Hour Contracts.”

TOTAL \$33,055,726.00

PART I – SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

B.1(a) The contractor shall furnish all personnel and when required, space, materials, equipment and supplies to provide Federal Information Processing (FIP) support services in accordance with the terms, conditions and provisions set forth herein and in the attached Performance Work Statement (PWS). The contractor shall be paid for services performed in accordance with the following price schedule:

<u>CLIN</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
1	RESERVED	XX	XXX	XXXX	XXXX

(Not applicable to Option Years)

SECOND YEAR (OPTION I) – (March 1, 2006 through February 28, 2007)

		<u>Estimated Annual Requirements</u>	<u>Unit</u>	<u>Hourly Composite Rate</u>	<u>Amount</u>
2	<u>DISCIPLINE (SKILL):</u>				
2.2	Programmer, Level III				
2.1A	Programmer, Level III (Regular Hrs)	2,008	Hr	\$40.46	\$81,244.00
2.1B	Programmer, Level III (Premium Hrs)	1 *	Hr	\$40.46	\$40.00
2.2	Programmer, Level II				
2.2A	Programmer, Level II (Regular Hrs)	8,032	Hr	\$36.48	\$293,007.00
2.2B	Programmer, Level II (Premium Hrs)	492 *	Hr	\$36.48	\$17,948.00
2.3	Programmer, Level I				
2.3A	Programmer, Level I (Regular Hrs)	14,056	Hr	\$32.19	\$452,463.00
2.3B	Programmer, Level I (Premium Hrs)	500	Hr	\$32.19	\$16,095.00
2.4	System Analyst/Programmer, Level V				
2.4A	System Analyst/Programmer, Level V (Regular Hrs)	71,284	Hr	\$55.78	\$3,976,222.00
2.4B	System Analyst/Programmer, Level V (Premium Hrs)	2,750	Hr	\$55.78	\$153,395.00
2.5	System Analyst/Programmer, Level IV				
2.5A	System Analyst/Programmer, Level IV (Regular Hrs)	58,232	Hr	\$52.61	\$3,063,586.00
2.5B	System Analyst/Programmer, Level IV (Premium Hrs)	1,719	Hr	\$52.61	\$90,437.00
2.6	System Analyst/Programmer, Level III				
2.6A	System Analyst/Programmer, Level III (Regular Hrs)	56,224	Hr	\$49.23	\$2,767,908.00
2.6B	System Analyst/Programmer, Level III (Premium Hrs)	2,259	Hr	\$49.23	\$111,211.00
2.7	System Analyst/Programmer, Level II				
2.7A	System Analyst/Programmer, Level II (Regular Hrs)	12,048	Hr	\$46.28	\$557,581.00
2.7B	System Analyst/Programmer, Level II (Premium Hrs)	342	Hr	\$46.28	\$15,828.00
2.8	System Analyst/Programmer, Level I				
2.8A	System Analyst/Programmer, Level I (Regular Hrs)	8,032	Hr	\$43.01	\$345,456.00
2.8B	System Analyst/Programmer, Level I (Premium Hrs)	384	Hr	\$43.01	\$16,516.00
2.9	Web Developer, Level III				
2.9A	Web Developer, Level III (Regular Hrs)	10,040	Hr	\$58.64	\$588,746.00
2.9B	Web Developer, Level III (Premium Hrs)	1 *	Hr	\$58.64	\$59.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.1	Web Developer, Level II				
2.10A	Web Developer, Level II (Regular Hrs)	24,096	Hr	\$48.20	\$1,161,427.00
2.10B	Web Developer, Level II (Premium Hrs)	586	Hr	\$48.20	\$28,245.00
2.11	Web Developer, Level I				
2.11A	Web Developer, Level I (Regular Hrs)	11,044	Hr	\$38.83	\$428,839.00
2.11B	Web Developer, Level I (Premium Hrs)	200	Hr	\$38.83	\$7,766.00
2.12	Web Technical Administrator				
2.12A	Web Technical Administrator (Regular Hrs)	1	Hr	\$61.67	\$62.00
2.12B	Web Technical Administrator (Premium Hrs)	1 *	Hr	\$61.67	\$62.00
2.13	Data Base Administrator, Level III				
2.13A	Data Base Administrator, Level III (Regular Hrs)	2,008	Hr	\$69.16	\$138,873.00
2.13B	Data Base Administrator, Level III (Premium Hrs)	20	Hr	\$69.16	\$1,383.00
2.14	Data Base Administrator, Level II				
2.14A	Data Base Administrator, Level II (Regular Hrs)	1	Hr	\$56.03	\$56.00
2.14B	Data Base Administrator, Level II (Premium Hrs)	1 *	Hr	\$56.03	\$56.00
2.15	Data Base Administrator, Level I				
2.15A	Data Base Administrator, Level I (Regular Hrs)	1	Hr	\$42.29	\$42.00
2.15B	Data Base Administrator, Level I (Premium Hrs)	1 *	Hr	\$42.29	\$42.00
2.16	System Administrator, Level IV				
2.16A	System Administrator, Level IV (Regular Hrs)	1	Hr	\$61.67	\$62.00
2.16B	System Administrator, Level IV (Premium Hrs)	1 *	Hr	\$61.67	\$62.00
2.17	System Administrator, Level III				
2.17A	System Administrator, Level III (Regular Hrs)	20,080	Hr	\$48.72	\$978,298.00
2.17B	System Administrator, Level III (Premium Hrs)	1,925	Hr	\$48.72	\$93,786.00
2.18	System Administrator, Level II				
2.18A	System Administrator, Level II (Regular Hrs)	2,008	Hr	\$39.99	\$80,300.00
2.18B	System Administrator, Level II (Premium Hrs)	50	Hr	\$39.99	\$2,000.00
2.19	System Administrator, Level I				
2.19A	System Administrator, Level I (Regular Hrs)	8,032	Hr	\$35.23	\$282,967.00
2.19B	System Administrator, Level I (Premium Hrs)	300	Hr	\$35.23	\$10,569.00
2.2	Information Technology Security Specialist, Level III				
2.20A	Information Tech Security Spec, Level III (Regular Hrs)	2,008	Hr	\$71.74	\$144,054.00
2.20B	Information Tech Security Spec, Level III (Premium Hrs)	1 *	Hr	\$71.74	\$72.00
2.21	Information Technology Security Specialist, Level II				
2.21A	Information Tech Security Spec, Level II (Regular Hrs)	2,008	Hr	\$56.59	\$113,633.00
2.21B	Information Tech Security Spec, Level II (Premium Hrs)	1 *	Hr	\$56.59	\$57.00
2.22	Information Technology Security Specialist, Level I				
2.22A	Information Tech Security Spec, Level I (Regular Hrs)	2,008	Hr	\$47.50	\$95,380.00
2.22B	Information Tech Security Spec, Level I (Premium Hrs)	1 *	Hr	\$47.50	\$48.00
2.23	Information Technology Technical Specialist, Level III				
2.23A	Information Technology Tech Spec, Level III (Regular Hrs)	1	Hr	\$86.36	\$86.00
2.23B	Information Technology Tech Spec, Level III (Premium Hrs)	1 *	Hr	\$86.36	\$86.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.24	Information Technology Technical Specialist, Level II				
2.24A	Information Technology Tech Spec, Level II (Regular Hrs)	68,272	Hr	\$67.02	\$4,575,589.00
2.24B	Information Technology Tech Spec, Level II (Premium Hrs)	3,373	Hr	\$67.02	\$226,058.00
2.25	Information Technology Technical Specialist, Level I				
2.25A	Information Technology Tech Spec, Level I (Regular Hrs)	10,040	Hr	\$60.95	\$611,938.00
2.25B	Information Technology Tech Spec, Level I (Premium Hrs)	310	Hr	\$60.95	\$18,895.00
2.26	Information Technology Training Specialist				
2.26A	Information Technology Training Specialist (Regular Hrs)	1	Hr	\$53.80	\$54.00
2.26B	Information Technology Training Specialist (Premium Hrs)	1 *	Hr	\$53.80	\$54.00
2.27	Project Manager				
2.27A	Project Manager (Regular Hrs)	1	Hr	\$84.78	\$85.00
2.27B	Project Manager (Premium Hrs)	1 *	Hr	\$84.78	\$85.00
2.28	Help Desk Specialist, III				
2.28A	Help Desk Specialist, III (Regular Hrs)	2,008	Hr	\$35.81	\$71,906.00
2.28B	Help Desk Specialist, III (Premium Hrs)	1 *	Hr	\$35.81	\$36.00
2.29	Help Desk Specialist, II				
2.29A	Help Desk Specialist, II (Regular Hrs)	2,008	Hr	\$28.12	\$56,465.00
2.29B	Help Desk Specialist, II (Premium Hrs)	100	Hr	\$42.16	\$4,216.00
2.3	Help Desk Specialist, I				
2.30A	Help Desk Specialist, I (Regular Hrs)	10,040	Hr	\$23.54	\$236,342.00
2.30B	Help Desk Specialist, I (Premium Hrs)	400 *	Hr	\$35.33	\$14,132.00
2.31	Office Automation Specialist, Level IV				
2.31A	Office Automation Specialist, Level IV (Regular Hrs)	12,048	Hr	\$57.42	\$691,796.00
2.31B	Office Automation Specialist, Level IV (Premium Hrs)	90	Hr	\$57.42	\$5,168.00
2.32	Office Automation Specialist, Level III				
2.32A	Office Automation Specialist, Level III (Regular Hrs)	24,096	Hr	\$49.68	\$1,197,089.00
2.32B	Office Automation Specialist, Level III (Premium Hrs)	50	Hr	\$49.68	\$2,484.00
2.33	Office Automation Specialist, Level II				
2.33A	Office Automation Specialist, Level II (Regular Hrs)	8,032	Hr	\$45.14	\$362,564.00
2.33B	Office Automation Specialist, Level II (Premium Hrs)	20	Hr	\$45.14	\$903.00
2.34	Office Automation Specialist, Level I				
2.34A	Office Automation Specialist, Level I (Regular Hrs)	1	Hr	\$39.11	\$39.00
2.34B	Office Automation Specialist, Level I (Premium Hrs)	1 *	Hr	\$39.11	\$39.00
2.35	Functional Analyst, Level IV				
2.35A	Functional Analyst, Level IV (Regular Hrs)	64,256	Hr	\$73.57	\$4,727,314.00
2.35B	Functional Analyst, Level IV (Premium Hrs)	1,580	Hr	\$73.57	\$116,241.00
2.36	Functional Analyst, Level III				
2.36A	Functional Analyst, Level III (Regular Hrs)	1	Hr	\$71.53	\$72.00
2.36B	Functional Analyst, Level III (Premium Hrs)	1 *	Hr	\$71.53	\$72.00
2.37	Functional Analyst, Level II				
2.37A	Functional Analyst, Level II (Regular Hrs)	14,056	Hr	\$56.62	\$795,851.00
2.37B	Functional Analyst, Level II (Premium Hrs)	600	Hr	\$56.62	\$33,972.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.38	Functional Analyst, Level I				
2.38A	Functional Analyst, Level I (Regular Hrs)	2,008	Hr	\$52.54	\$105,500.00
2.38B	Functional Analyst, Level I (Premium Hrs)	24	Hr	\$52.54	\$1,261.00
2.39	Information Engineer, Level IV				
2.39A	Information Engineer, Level IV (Regular Hrs)	4,016	Hr	\$95.54	\$383,689.00
2.39B	Information Engineer, Level IV (Premium Hrs)	384	Hr	\$95.54	\$36,687.00
2.4	Information Engineer, Level III				
2.40A	Information Engineer, Level III (Regular Hrs)	26,104	Hr	\$76.56	\$1,998,522.00
2.40B	Information Engineer, Level III (Premium Hrs)	1 *	Hr	\$76.56	\$77.00
2.41	Information Engineer, Level II				
2.41A	Information Engineer, Level II (Regular Hrs)	1	Hr	\$70.34	\$70.00
2.41B	Information Engineer, Level II (Premium Hrs)	192 *	Hr	\$70.34	\$13,505.00
2.42	Information Engineer, Level I				
2.42A	Information Engineer, Level I (Regular Hrs)	2,008	Hr	\$64.68	\$129,877.00
2.42B	Information Engineer, Level I (Premium Hrs)	1 *	Hr	\$64.68	\$65.00
2.43	Computer Operator, Level IV				
2.43A	Computer Operator, Level IV (Regular Hrs)	2,008	Hr	\$35.81	\$71,906.00
2.43B	Computer Operator, Level IV (Premium Hrs)	1 *	Hr	\$35.81	\$36.00
2.44	Computer Operator, Level III				
2.44A	Computer Operator, Level III (Regular Hrs)	4,016	Hr	\$30.47	\$122,368.00
2.44B	Computer Operator, Level III (Premium Hrs)	20	Hr	\$30.47	\$609.00
2.45	Computer Operator, Level II				
2.45A	Computer Operator, Level II (Regular Hrs)	10,040	Hr	\$26.43	\$265,357.00
2.45B	Computer Operator, Level II (Premium Hrs)	190	Hr	\$39.64	\$7,532.00
2.46	Computer Operator, Level I				
2.46A	Computer Operator, Level I (Regular Hrs)	1	Hr	\$22.57	\$23.00
2.46B	Computer Operator, Level I (Premium Hrs)	1 *	Hr	\$33.87	\$34.00
2.47	Technical Typist				
2.47A	Technical Typist (Regular Hrs)	4,016	Hr	\$20.20	\$81,123.00
2.47B	Technical Typist (Premium Hrs)	100	Hr	\$30.30	\$3,030.00
2.48	Technical Writer, Level II				
2.48A	Technical Writer, Level II (Regular Hrs)	1	Hr	\$42.85	\$43.00
2.48B	Technical Writer, Level II (Premium Hrs)	20	Hr	\$42.85	\$857.00
2.49	Technical Writer, Level I				
2.49A	Technical Writer, Level I (Regular Hrs)	18,072	Hr	\$36.73	\$663,785.00
2.49B	Technical Writer, Level I (Premium Hrs)	492	Hr	\$36.73	\$18,071.00
2.5	Video Production Assistant				
2.50A	Video Production Assistant (Regular Hrs)	1	Hr	\$28.55	\$29.00
2.50B	Video Production Assistant (Premium Hrs)	1 *	Hr	\$28.55	\$29.00
2.51	Telecommunications Specialist, Level VI				
2.51A	Telecommunications Specialist, Level VI (Regular Hrs)	1	Hr	\$65.10	\$65.00
2.51B	Telecommunications Specialist, Level VI (Premium Hrs)	1 *	Hr	\$65.10	\$65.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.52	Telecommunications Specialist, Level V				
2.52A	Telecommunications Specialist, Level V (Regular Hrs)	1	Hr	\$49.94	\$50.00
2.52B	Telecommunications Specialist, Level V (Premium Hrs)	1 *	Hr	\$49.94	\$50.00
2.53	Telecommunications Specialist, Level IV				
2.53A	Telecommunications Specialist, Level IV (Regular Hrs)	1	Hr	\$38.35	\$38.00
2.53B	Telecommunications Specialist, Level IV (Premium Hrs)	1 *	Hr	\$38.35	\$38.00
2.54	Telecommunications Specialist, Level III				
2.54A	Telecommunications Specialist, Level III (Regular Hrs)	1	Hr	\$32.43	\$32.00
2.54B	Telecommunications Specialist, Level III (Premium Hrs)	1 *	Hr	\$32.43	\$32.00
2.55	Telecommunications Specialist, Level II				
2.55A	Telecommunications Specialist, Level II (Regular Hrs)	1	Hr	\$27.69	\$28.00
2.55B	Telecommunications Specialist, Level II (Premium Hrs)	1 *	Hr	\$41.55	\$42.00
2.56	Telecommunications Specialist, Level I				
2.56A	Telecommunications Specialist, Level I (Regular Hrs)	4,016	Hr	\$22.57	\$90,641.00
2.56B	Telecommunications Specialist, Level I (Premium Hrs)	10	Hr	\$33.87	\$339.00

*The annual estimated quantity of one (1) hour was provided for the purpose of evaluation.

3	CONTRACTOR FURNISHED ITEMS				
	The contractor shall furnish space, workstations, associated hardware and software, office equipment/furnishings, materials and supplies when government-furnished items are not available or accessible and when included in task descriptions. See PWS Section 4. (To be reimbursed on contractor's Cost)			G&A may be applied at a rate not to exceed Profit shall not be applied. *Offeror to propose G&A rate.	_____
			Estimated		<u>\$5,000.00</u>
4	TRAVEL: Costs shall be reimbursed to the contractor in accordance with Clause H.7.			G&A may be applied at a rate not to exceed Profit shall not be applied. *Offeror to propose G&A rate.	_____
			Estimated		<u>\$15,000.00</u>

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

B.1(b) SPECIAL SUPPORT REQUIREMENTS

5 SPECIAL SUPPORT REQUIREMENTS—The special support requirements Items set forth below are not included in the basic work Items in B.1(a). The work called for under these items shall be accomplished when and as directed by the Contracting Officer in accordance with Section H (Clauses H.3 and H.4) PWS paragraph 4.4.

G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

*Offeror to propose G&A and profit rates

B.1(b)(1) Fixed Price Items. For accomplishment of work set forth in these Items, see H.4(d)(i) and (e).

5.A SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

B.1(b)(2) Fixed Hourly Rate Items. For accomplishment of work set forth in these Items, see H.4(d)(ii).

5.B SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

6 PAY ADJUSTMENT FOR WORK PERFORMED OUTSIDE OKLAHOMA CITY AREA. To be Negotiated
Reference Clause H.33, Pay Adjustment for Work Performed Outside the Oklahoma City, OK Area

Wrap rate excluding G&A and profit may be applied at a rate not to exceed _____
G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

**Offeror to propose wrap rate, G&A and profit

Payment for CLINS 2 through 4 will be in accordance with contract clause entitled “Payments Under Time-and-Materials and Labor-Hour Contracts.” Payment for CLINS 1 and 5 will be made in accordance with either contract clause entitled “Payments” or

NOTES: “Payments Under Time-and-Materials and Labor-Hour Contracts.”

TOTAL \$33,881,019.00

PART I – SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

B.1(a) The contractor shall furnish all personnel and when required, space, materials, equipment and supplies to provide Federal Information Processing (FIP) support services in accordance with the terms, conditions and provisions set forth herein and in the attached Performance Work Statement (PWS). The contractor shall be paid for services performed in accordance with the following price schedule:

<u>CLIN</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
1	RESERVED	XX	XXX	XXXX	XXXX

(Not applicable to Option Years)

THIRD YEAR (OPTION II)—(March 1, 2007 through February 28, 2008)

		<u>Estimated Annual Requirements</u>	<u>Unit</u>	<u>Hourly Composite Rate</u>	<u>Amount</u>
2	<u>(DISCIPLINE (SKILL):</u>				
2.3	Programmer, Level III				
2.1A	Programmer, Level III (Regular Hrs)	2,008	Hr	\$41.47	\$83,272.00
2.1B	Programmer, Level III (Premium Hrs)	1 *	Hr	\$41.47	\$41.00
2.2	Programmer, Level II				
2.2A	Programmer, Level II (Regular Hrs)	8,032	Hr	\$37.39	\$300,316.00
2.2B	Programmer, Level II (Premium Hrs)	492 *	Hr	\$37.39	\$18,396.00
2.3	Programmer, Level I				
2.3A	Programmer, Level I (Regular Hrs)	14,056	Hr	\$32.99	\$463,707.00
2.3B	Programmer, Level I (Premium Hrs)	500	Hr	\$32.99	\$16,495.00
2.4	System Analyst/Programmer, Level V				
2.4A	System Analyst/Programmer, Level V (Regular Hrs)	71,284	Hr	\$57.17	\$4,075,306.00
2.4B	System Analyst/Programmer, Level V (Premium Hrs)	2,750	Hr	\$57.17	\$157,218.00
2.5	System Analyst/Programmer, Level IV				
2.5A	System Analyst/Programmer, Level IV (Regular Hrs)	58,232	Hr	\$53.93	\$3,140,452.00
2.5B	System Analyst/Programmer, Level IV (Premium Hrs)	1,719	Hr	\$53.93	\$92,706.00
2.6	System Analyst/Programmer, Level III				
2.6A	System Analyst/Programmer, Level III (Regular Hrs)	56,224	Hr	\$50.46	\$2,837,063.00
2.6B	System Analyst/Programmer, Level III (Premium Hrs)	2,259	Hr	\$50.46	\$113,989.00
2.7	System Analyst/Programmer, Level II				
2.7A	System Analyst/Programmer, Level II (Regular Hrs)	12,048	Hr	\$47.44	\$571,557.00
2.7B	System Analyst/Programmer, Level II (Premium Hrs)	342	Hr	\$47.44	\$16,224.00
2.8	System Analyst/Programmer, Level I				
2.8A	System Analyst/Programmer, Level I (Regular Hrs)	8,032	Hr	\$44.09	\$354,131.00
2.8B	System Analyst/Programmer, Level I (Premium Hrs)	384	Hr	\$44.09	\$16,931.00
2.9	Web Developer, Level III				
2.9A	Web Developer, Level III (Regular Hrs)	10,040	Hr	\$60.11	\$603,504.00
2.9B	Web Developer, Level III (Premium Hrs)	1 *	Hr	\$60.11	\$60.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.1	Web Developer, Level II				
2.10A	Web Developer, Level II (Regular Hrs)	24,096	Hr	\$49.41	\$1,190,583.00
2.10B	Web Developer, Level II (Premium Hrs)	586	Hr	\$49.41	\$28,954.00
2.11	Web Developer, Level I				
2.11A	Web Developer, Level I (Regular Hrs)	11,044	Hr	\$39.80	\$439,551.00
2.11B	Web Developer, Level I (Premium Hrs)	200	Hr	\$39.80	\$7,960.00
2.12	Web Technical Administrator				
2.12A	Web Technical Administrator (Regular Hrs)	1	Hr	\$63.21	\$63.00
2.12B	Web Technical Administrator (Premium Hrs)	1 *	Hr	\$63.21	\$63.00
2.13	Data Base Administrator, Level III				
2.13A	Data Base Administrator, Level III (Regular Hrs)	2,008	Hr	\$70.89	\$142,347.00
2.13B	Data Base Administrator, Level III (Premium Hrs)	20	Hr	\$70.89	\$1,418.00
2.14	Data Base Administrator, Level II				
2.14A	Data Base Administrator, Level II (Regular Hrs)	1	Hr	\$57.43	\$57.00
2.14B	Data Base Administrator, Level II (Premium Hrs)	1 *	Hr	\$57.43	\$57.00
2.15	Data Base Administrator, Level I				
2.15A	Data Base Administrator, Level I (Regular Hrs)	1	Hr	\$43.35	\$43.00
2.15B	Data Base Administrator, Level I (Premium Hrs)	1 *	Hr	\$43.35	\$43.00
2.16	System Administrator, Level IV				
2.16A	System Administrator, Level IV (Regular Hrs)	1	Hr	\$63.21	\$63.00
2.16B	System Administrator, Level IV (Premium Hrs)	1 *	Hr	\$63.21	\$63.00
2.17	System Administrator, Level III				
2.17A	System Administrator, Level III (Regular Hrs)	20,080	Hr	\$49.94	\$1,002,795.00
2.17B	System Administrator, Level III (Premium Hrs)	1,925	Hr	\$49.94	\$96,135.00
2.18	System Administrator, Level II				
2.18A	System Administrator, Level II (Regular Hrs)	2,008	Hr	\$40.99	\$82,308.00
2.18B	System Administrator, Level II (Premium Hrs)	50	Hr	\$40.99	\$2,050.00
2.19	System Administrator, Level I				
2.19A	System Administrator, Level I (Regular Hrs)	8,032	Hr	\$36.11	\$290,036.00
2.19B	System Administrator, Level I (Premium Hrs)	300	Hr	\$36.11	\$10,833.00
2.2	Information Technology Security Specialist, Level III				
2.20A	Information Tech Security Spec, Level III (Regular Hrs)	2,008	Hr	\$73.53	\$147,648.00
2.20B	Information Tech Security Spec, Level III (Premium Hrs)	1 *	Hr	\$73.53	\$74.00
2.21	Information Technology Security Specialist, Level II				
2.21A	Information Tech Security Spec, Level II (Regular Hrs)	2,008	Hr	\$58.00	\$116,464.00
2.21B	Information Tech Security Spec, Level II (Premium Hrs)	1 *	Hr	\$58.00	\$58.00
2.22	Information Technology Security Specialist, Level I				
2.22A	Information Tech Security Spec, Level I (Regular Hrs)	2,008	Hr	\$48.69	\$97,770.00
2.22B	Information Tech Security Spec, Level I (Premium Hrs)	1 *	Hr	\$48.69	\$49.00
2.23	Information Technology Technical Specialist, Level III				
2.23A	Information Technology Tech Spec, Level III (Regular Hrs)	1	Hr	\$88.52	\$89.00
2.23B	Information Technology Tech Spec, Level III (Premium Hrs)	1 *	Hr	\$88.52	\$89.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.24	Information Technology Technical Specialist, Level II				
2.24A	Information Technology Tech Spec, Level II (Regular Hrs)	68,272	Hr	\$68.70	\$4,690,286.00
2.24B	Information Technology Tech Spec, Level II (Premium Hrs)	3,373	Hr	\$68.70	\$231,725.00
2.25	Information Technology Technical Specialist, Level I				
2.25A	Information Technology Tech Spec, Level I (Regular Hrs)	10,040	Hr	\$62.47	\$627,199.00
2.25B	Information Technology Tech Spec, Level I (Premium Hrs)	310	Hr	\$62.47	\$19,366.00
2.26	Information Technology Training Specialist				
2.26A	Information Technology Training Specialist (Regular Hrs)	1	Hr	\$55.15	\$55.00
2.26B	Information Technology Training Specialist (Premium Hrs)	1 *	Hr	\$55.15	\$55.00
2.27	Project Manager				
2.27A	Project Manager (Regular Hrs)	1	Hr	\$86.90	\$87.00
2.27B	Project Manager (Premium Hrs)	1 *	Hr	\$86.90	\$87.00
2.28	Help Desk Specialist, III				
2.28A	Help Desk Specialist, III (Regular Hrs)	2,008	Hr	\$36.71	\$73,714.00
2.28B	Help Desk Specialist, III (Premium Hrs)	1 *	Hr	\$36.71	\$37.00
2.29	Help Desk Specialist, II				
2.29A	Help Desk Specialist, II (Regular Hrs)	2,008	Hr	\$28.82	\$57,871.00
2.29B	Help Desk Specialist, II (Premium Hrs)	100	Hr	\$43.21	\$4,321.00
2.3	Help Desk Specialist, I				
2.30A	Help Desk Specialist, I (Regular Hrs)	10,040	Hr	\$24.13	\$242,265.00
2.30B	Help Desk Specialist, I (Premium Hrs)	400	Hr	\$36.21	\$14,484.00
2.31	Office Automation Specialist, Level IV				
2.31A	Office Automation Specialist, Level IV (Regular Hrs)	12,048	Hr	\$58.86	\$709,145.00
2.31B	Office Automation Specialist, Level IV (Premium Hrs)	90	Hr	\$58.86	\$5,297.00
2.32	Office Automation Specialist, Level III				
2.32A	Office Automation Specialist, Level III (Regular Hrs)	24,096	Hr	\$50.92	\$1,226,968.00
2.32B	Office Automation Specialist, Level III (Premium Hrs)	50	Hr	\$50.92	\$2,546.00
2.33	Office Automation Specialist, Level II				
2.33A	Office Automation Specialist, Level II (Regular Hrs)	8,032	Hr	\$46.27	\$371,641.00
2.33B	Office Automation Specialist, Level II (Premium Hrs)	20	Hr	\$46.27	\$925.00
2.34	Office Automation Specialist, Level I				
2.34A	Office Automation Specialist, Level I (Regular Hrs)	1	Hr	\$40.09	\$40.00
2.34B	Office Automation Specialist, Level I (Premium Hrs)	1 *	Hr	\$40.09	\$40.00
2.35	Functional Analyst, Level IV				
2.35A	Functional Analyst, Level IV (Regular Hrs)	64,256	Hr	\$75.41	\$4,845,545.00
2.35B	Functional Analyst, Level IV (Premium Hrs)	1,580	Hr	\$75.41	\$119,148.00
2.36	Functional Analyst, Level III				
2.36A	Functional Analyst, Level III (Regular Hrs)	1	Hr	\$73.32	\$73.00
2.36B	Functional Analyst, Level III (Premium Hrs)	1 *	Hr	\$73.32	\$73.00
2.37	Functional Analyst, Level II				
2.37A	Functional Analyst, Level II (Regular Hrs)	14,056	Hr	\$58.04	\$815,810.00
2.37B	Functional Analyst, Level II (Premium Hrs)	600	Hr	\$58.04	\$34,824.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.38	Functional Analyst, Level I				
2.38A	Functional Analyst, Level I (Regular Hrs)	2,008	Hr	\$53.85	\$108,131.00
2.38B	Functional Analyst, Level I (Premium Hrs)	24	Hr	\$53.85	\$1,292.00
2.39	Information Engineer, Level IV				
2.39A	Information Engineer, Level IV (Regular Hrs)	4,016	Hr	\$97.93	\$393,287.00
2.39B	Information Engineer, Level IV (Premium Hrs)	384	Hr	\$97.93	\$37,605.00
2.4	Information Engineer, Level III				
2.40A	Information Engineer, Level III (Regular Hrs)	26,104	Hr	\$78.47	\$2,048,381.00
2.40B	Information Engineer, Level III (Premium Hrs)	1 *	Hr	\$78.47	\$78.00
2.41	Information Engineer, Level II				
2.41A	Information Engineer, Level II (Regular Hrs)	1	Hr	\$72.10	\$72.00
2.41B	Information Engineer, Level II (Premium Hrs)	192	Hr	\$72.10	\$13,843.00
2.42	Information Engineer, Level I				
2.42A	Information Engineer, Level I (Regular Hrs)	2,008	Hr	\$66.30	\$133,130.00
2.42B	Information Engineer, Level I (Premium Hrs)	1 *	Hr	\$66.30	\$66.00
2.43	Computer Operator, Level IV				
2.43A	Computer Operator, Level IV (Regular Hrs)	2,008	Hr	\$36.71	\$73,714.00
2.43B	Computer Operator, Level IV (Premium Hrs)	1 *	Hr	\$36.71	\$37.00
2.44	Computer Operator, Level III				
2.44A	Computer Operator, Level III (Regular Hrs)	4,016	Hr	\$31.23	\$125,420.00
2.44B	Computer Operator, Level III (Premium Hrs)	20	Hr	\$31.23	\$625.00
2.45	Computer Operator, Level II				
2.45A	Computer Operator, Level II (Regular Hrs)	10,040	Hr	\$27.09	\$271,984.00
2.45B	Computer Operator, Level II (Premium Hrs)	190	Hr	\$40.63	\$7,720.00
2.46	Computer Operator, Level I				
2.46A	Computer Operator, Level I (Regular Hrs)	1	Hr	\$23.13	\$23.00
2.46B	Computer Operator, Level I (Premium Hrs)	1 *	Hr	\$34.72	\$35.00
2.47	Technical Typist				
2.47A	Technical Typist (Regular Hrs)	4,016	Hr	\$20.71	\$83,171.00
2.47B	Technical Typist (Premium Hrs)	100	Hr	\$31.06	\$3,106.00
2.48	Technical Writer, Level II				
2.48A	Technical Writer, Level II (Regular Hrs)	1	Hr	\$43.92	\$44.00
2.48B	Technical Writer, Level II (Premium Hrs)	20	Hr	\$43.92	\$878.00
2.49	Technical Writer, Level I				
2.49A	Technical Writer, Level I (Regular Hrs)	18,072	Hr	\$37.65	\$680,411.00
2.49B	Technical Writer, Level I (Premium Hrs)	492	Hr	\$37.65	\$18,524.00
2.5	Video Production Assistant				
2.50A	Video Production Assistant (Regular Hrs)	1	Hr	\$29.26	\$29.00
2.50B	Video Production Assistant (Premium Hrs)	1 *	Hr	\$29.26	\$29.00
2.51	Telecommunications Specialist, Level VI				
2.51A	Telecommunications Specialist, Level VI (Regular Hrs)	1	Hr	\$66.73	\$67.00
2.51B	Telecommunications Specialist, Level VI (Premium Hrs)	1 *	Hr	\$66.73	\$67.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.52	Telecommunications Specialist, Level V				
2.52A	Telecommunications Specialist, Level V (Regular Hrs)	1	Hr	\$51.19	\$51.00
2.52B	Telecommunications Specialist, Level V (Premium Hrs)	1 *	Hr	\$51.19	\$51.00
2.53	Telecommunications Specialist, Level IV				
2.53A	Telecommunications Specialist, Level IV (Regular Hrs)	1	Hr	\$39.31	\$39.00
2.53B	Telecommunications Specialist, Level IV (Premium Hrs)	1 *	Hr	\$39.31	\$39.00
2.54	Telecommunications Specialist, Level III				
2.54A	Telecommunications Specialist, Level III (Regular Hrs)	1	Hr	\$33.24	\$33.00
2.54B	Telecommunications Specialist, Level III (Premium Hrs)	1 *	Hr	\$33.24	\$33.00
2.55	Telecommunications Specialist, Level II				
2.55A	Telecommunications Specialist, Level II (Regular Hrs)	1	Hr	\$28.38	\$28.00
2.55B	Telecommunications Specialist, Level II (Premium Hrs)	1 *	Hr	\$42.59	\$43.00
2.56	Telecommunications Specialist, Level I				
2.56A	Telecommunications Specialist, Level I (Regular Hrs)	4,016	Hr	\$23.13	\$92,890.00
2.56B	Telecommunications Specialist, Level I (Premium Hrs)	10 *	Hr	\$34.72	\$347.00

*The annual estimated quantity of one (1) hour was provided for the purpose of evaluation.

3	CONTRACTOR FURNISHED ITEMS				
	The contractor shall furnish space, workstations, associated hardware and software, office equipment/furnishings, materials and supplies when government-furnished items are not available or accessible and when included in task descriptions. See PWS Section 4. (To be reimbursed on contractor's Cost)			G&A may be applied at a rate not to exceed Profit shall not be applied.	_____
				*Offeror to propose G&A rate.	
		 Estimated		<u>\$5,000.00</u>
4	TRAVEL: Costs shall be reimbursed to the contractor in accordance with Clause H.7.			G&A may be applied at a rate not to exceed Profit shall not be applied. *Offeror to propose G&A rate.	_____
		 Estimated		<u>\$15,000.00</u>

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

B.1(b) SPECIAL SUPPORT REQUIREMENTS

5 SPECIAL SUPPORT REQUIREMENTS—The special support requirements Items set forth below are not included in the basic work Items in B.1(a). The work called for under these items shall be accomplished when and as directed by the Contracting Officer in accordance with Section H (Clauses H.3 and H.4) PWS paragraph 4.4.

G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

*Offeror to propose G&A and profit rates

B.1(b)(1) Fixed Price Items. For accomplishment of work set forth in these Items, see H.4(d)(i) and (e).

5.A SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

B.1(b)(2) Fixed Hourly Rate Items. For accomplishment of work set forth in these Items, see H.4(d)(ii).

5.B SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

6 PAY ADJUSTMENT FOR WORK PERFORMED OUTSIDE OKLAHOMA CITY AREA. To be Negotiated
Reference Clause H.33, Pay Adjustment for Work Performed Outside the Oklahoma City, OK Area

Wrap rate excluding G&A and profit may be applied at a rate not to exceed _____
G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

**Offeror to propose wrap rate, G&A and profit

Payment for CLINS 2 through 4 will be in accordance with contract clause entitled “Payments Under Time-and-Materials and Labor-Hour Contracts.” Payment for CLINS 1 and 5 will be made in accordance with either contract clause entitled “Payments” or
NOTES: “Payments Under Time-and-Materials and Labor-Hour Contracts.”

TOTAL \$34,727,981.00

PART I – SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

B.1(a) The contractor shall furnish all personnel and when required, space, materials, equipment and supplies to provide Federal Information Processing (FIP) support services in accordance with the terms, conditions and provisions set forth herein and in the attached Performance Work Statement (PWS). The contractor shall be paid for services performed in accordance with the following price schedule:

<u>CLIN</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
1	RESERVED	XX	XXX	XXXX	XXXX

(Not applicable to Option Years)

FOURTH YEAR (OPTION III)—(March 1, 2008 through February 28, 2009)

		<u>Estimated Annual Requirements</u>	<u>Unit</u>	<u>Hourly Composite Rate</u>	<u>Amount</u>
2	<u>DISCIPLINE (SKILL):</u>				
2.4	Programmer, Level III				
2.1A	Programmer, Level III (Regular Hrs)	2,008	Hr	\$42.51	\$85,360.00
2.1B	Programmer, Level III (Premium Hrs)	1 *	Hr	\$42.51	\$43.00
2.2	Programmer, Level II				
2.2A	Programmer, Level II (Regular Hrs)	8,032	Hr	\$38.32	\$307,786.00
2.2B	Programmer, Level II (Premium Hrs)	492 *	Hr	\$38.32	\$18,853.00
2.3	Programmer, Level I				
2.3A	Programmer, Level I (Regular Hrs)	14,056	Hr	\$33.81	\$475,233.00
2.3B	Programmer, Level I (Premium Hrs)	500	Hr	\$33.81	\$16,905.00
2.4	System Analyst/Programmer, Level V				
2.4A	System Analyst/Programmer, Level V (Regular Hrs)	71,284	Hr	\$58.60	\$4,177,242.00
2.4B	System Analyst/Programmer, Level V (Premium Hrs)	2,750	Hr	\$58.60	\$161,150.00
2.5	System Analyst/Programmer, Level IV				
2.5A	System Analyst/Programmer, Level IV (Regular Hrs)	58,232	Hr	\$55.28	\$3,219,065.00
2.5B	System Analyst/Programmer, Level IV (Premium Hrs)	1,719	Hr	\$55.28	\$95,026.00
2.6	System Analyst/Programmer, Level III				
2.6A	System Analyst/Programmer, Level III (Regular Hrs)	56,224	Hr	\$51.72	\$2,907,905.00
2.6B	System Analyst/Programmer, Level III (Premium Hrs)	2,259	Hr	\$51.72	\$116,835.00
2.7	System Analyst/Programmer, Level II				
2.7A	System Analyst/Programmer, Level II (Regular Hrs)	12,048	Hr	\$48.63	\$585,894.00
2.7B	System Analyst/Programmer, Level II (Premium Hrs)	342	Hr	\$48.63	\$16,631.00
2.8	System Analyst/Programmer, Level I				
2.8A	System Analyst/Programmer, Level I (Regular Hrs)	8,032	Hr	\$45.19	\$362,966.00
2.8B	System Analyst/Programmer, Level I (Premium Hrs)	384	Hr	\$45.19	\$17,353.00
2.9	Web Developer, Level III				
2.9A	Web Developer, Level III (Regular Hrs)	10,040	Hr	\$61.61	\$618,564.00
2.9B	Web Developer, Level III (Premium Hrs)	1 *	Hr	\$61.61	\$62.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.1	Web Developer, Level II				
2.10A	Web Developer, Level II (Regular Hrs)	24,096	Hr	\$50.65	\$1,220,462.00
2.10B	Web Developer, Level II (Premium Hrs)	586	Hr	\$50.65	\$29,681.00
2.11	Web Developer, Level I				
2.11A	Web Developer, Level I (Regular Hrs)	11,044	Hr	\$40.80	\$450,595.00
2.11B	Web Developer, Level I (Premium Hrs)	200	Hr	\$40.80	\$8,160.00
2.12	Web Technical Administrator				
2.12A	Web Technical Administrator (Regular Hrs)	1	Hr	\$64.79	\$65.00
2.12B	Web Technical Administrator (Premium Hrs)	1 *	Hr	\$64.79	\$65.00
2.13	Data Base Administrator, Level III				
2.13A	Data Base Administrator, Level III (Regular Hrs)	2,008	Hr	\$72.66	\$145,901.00
2.13B	Data Base Administrator, Level III (Premium Hrs)	20	Hr	\$72.66	\$1,453.00
2.14	Data Base Administrator, Level II				
2.14A	Data Base Administrator, Level II (Regular Hrs)	1	Hr	\$58.87	\$59.00
2.14B	Data Base Administrator, Level II (Premium Hrs)	1 *	Hr	\$58.87	\$59.00
2.15	Data Base Administrator, Level I				
2.15A	Data Base Administrator, Level I (Regular Hrs)	1	Hr	\$44.43	\$44.00
2.15B	Data Base Administrator, Level I (Premium Hrs)	1 *	Hr	\$44.43	\$44.00
2.16	System Administrator, Level IV				
2.16A	System Administrator, Level IV (Regular Hrs)	1	Hr	\$64.79	\$65.00
2.16B	System Administrator, Level IV (Premium Hrs)	1 *	Hr	\$64.79	\$65.00
2.17	System Administrator, Level III				
2.17A	System Administrator, Level III (Regular Hrs)	20,080	Hr	\$51.19	\$1,027,895.00
2.17B	System Administrator, Level III (Premium Hrs)	1,925	Hr	\$51.19	\$98,541.00
2.18	System Administrator, Level II				
2.18A	System Administrator, Level II (Regular Hrs)	2,008	Hr	\$42.01	\$84,356.00
2.18B	System Administrator, Level II (Premium Hrs)	50	Hr	\$42.01	\$2,101.00
2.19	System Administrator, Level I				
2.19A	System Administrator, Level I (Regular Hrs)	8,032	Hr	\$37.01	\$297,264.00
2.19B	System Administrator, Level I (Premium Hrs)	300	Hr	\$37.01	\$11,103.00
2.2	Information Technology Security Specialist, Level III				
2.20A	Information Tech Security Spec, Level III (Regular Hrs)	2,008	Hr	\$75.37	\$151,343.00
2.20B	Information Tech Security Spec, Level III (Premium Hrs)	1 *	Hr	\$75.37	\$75.00
2.21	Information Technology Security Specialist, Level II				
2.21A	Information Tech Security Spec, Level II (Regular Hrs)	2,008	Hr	\$59.45	\$119,376.00
2.21B	Information Tech Security Spec, Level II (Premium Hrs)	1 *	Hr	\$59.45	\$59.00
2.22	Information Technology Security Specialist, Level I				
2.22A	Information Tech Security Spec, Level I (Regular Hrs)	2,008	Hr	\$49.91	\$100,219.00
2.22B	Information Tech Security Spec, Level I (Premium Hrs)	1 *	Hr	\$49.91	\$50.00
2.23	Information Technology Technical Specialist, Level III				
2.23A	Information Technology Tech Spec, Level III (Regular Hrs)	1	Hr	\$90.73	\$91.00
2.23B	Information Technology Tech Spec, Level III (Premium Hrs)	1 *	Hr	\$90.73	\$91.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.24	Information Technology Technical Specialist, Level II				
2.24A	Information Technology Tech Spec, Level II (Regular Hrs)	68,272	Hr	\$70.42	\$4,807,714.00
2.24B	Information Technology Tech Spec, Level II (Premium Hrs)	3,373	Hr	\$70.42	\$237,527.00
2.25	Information Technology Technical Specialist, Level I				
2.25A	Information Technology Tech Spec, Level I (Regular Hrs)	10,040	Hr	\$64.03	\$642,861.00
2.25B	Information Technology Tech Spec, Level I (Premium Hrs)	310	Hr	\$64.03	\$19,849.00
2.26	Information Technology Training Specialist				
2.26A	Information Technology Training Specialist (Regular Hrs)	1	Hr	\$56.53	\$57.00
2.26B	Information Technology Training Specialist (Premium Hrs)	1 *	Hr	\$56.53	\$57.00
2.27	Project Manager				
2.27A	Project Manager (Regular Hrs)	1	Hr	\$89.07	\$89.00
2.27B	Project Manager (Premium Hrs)	1 *	Hr	\$89.07	\$89.00
2.28	Help Desk Specialist, III				
2.28A	Help Desk Specialist, III (Regular Hrs)	2,008	Hr	\$37.63	\$75,561.00
2.28B	Help Desk Specialist, III (Premium Hrs)	1 *	Hr	\$37.63	\$38.00
2.29	Help Desk Specialist, II				
2.29A	Help Desk Specialist, II (Regular Hrs)	2,008	Hr	\$29.54	\$59,316.00
2.29B	Help Desk Specialist, II (Premium Hrs)	100	Hr	\$44.29	\$4,429.00
2.3	Help Desk Specialist, I				
2.30A	Help Desk Specialist, I (Regular Hrs)	10,040	Hr	\$24.73	\$248,289.00
2.30B	Help Desk Specialist, I (Premium Hrs)	400	Hr	\$37.12	\$14,848.00
2.31	Office Automation Specialist, Level IV				
2.31A	Office Automation Specialist, Level IV (Regular Hrs)	12,048	Hr	\$60.33	\$726,856.00
2.31B	Office Automation Specialist, Level IV (Premium Hrs)	90	Hr	\$60.33	\$5,430.00
2.32	Office Automation Specialist, Level III				
2.32A	Office Automation Specialist, Level III (Regular Hrs)	24,096	Hr	\$52.19	\$1,257,570.00
2.32B	Office Automation Specialist, Level III (Premium Hrs)	50	Hr	\$52.19	\$2,610.00
2.33	Office Automation Specialist, Level II				
2.33A	Office Automation Specialist, Level II (Regular Hrs)	8,032	Hr	\$47.43	\$380,958.00
2.33B	Office Automation Specialist, Level II (Premium Hrs)	20	Hr	\$47.43	\$949.00
2.34	Office Automation Specialist, Level I				
2.34A	Office Automation Specialist, Level I (Regular Hrs)	1	Hr	\$41.09	\$41.00
2.34B	Office Automation Specialist, Level I (Premium Hrs)	1 *	Hr	\$41.09	\$41.00
2.35	Functional Analyst, Level IV				
2.35A	Functional Analyst, Level IV (Regular Hrs)	64,256	Hr	\$77.30	\$4,966,989.00
2.35B	Functional Analyst, Level IV (Premium Hrs)	1,580	Hr	\$77.30	\$122,134.00
2.36	Functional Analyst, Level III				
2.36A	Functional Analyst, Level III (Regular Hrs)	1	Hr	\$75.15	\$75.00
2.36B	Functional Analyst, Level III (Premium Hrs)	1 *	Hr	\$75.15	\$75.00
2.37	Functional Analyst, Level II				
2.37A	Functional Analyst, Level II (Regular Hrs)	14,056	Hr	\$59.49	\$836,191.00
2.37B	Functional Analyst, Level II (Premium Hrs)	600	Hr	\$59.49	\$35,694.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.38	Functional Analyst, Level I				
2.38A	Functional Analyst, Level I (Regular Hrs)	2,008	Hr	\$55.20	\$110,842.00
2.38B	Functional Analyst, Level I (Premium Hrs)	24	Hr	\$55.20	\$1,325.00
2.39	Information Engineer, Level IV				
2.39A	Information Engineer, Level IV (Regular Hrs)	4,016	Hr	\$100.38	\$403,126.00
2.39B	Information Engineer, Level IV (Premium Hrs)	384	Hr	\$100.38	\$38,546.00
2.4	Information Engineer, Level III				
2.40A	Information Engineer, Level III (Regular Hrs)	26,104	Hr	\$80.43	\$2,099,545.00
2.40B	Information Engineer, Level III (Premium Hrs)	1 *	Hr	\$80.43	\$80.00
2.41	Information Engineer, Level II				
2.41A	Information Engineer, Level II (Regular Hrs)	1	Hr	\$73.90	\$74.00
2.41B	Information Engineer, Level II (Premium Hrs)	192	Hr	\$73.90	\$14,189.00
2.42	Information Engineer, Level I				
2.42A	Information Engineer, Level I (Regular Hrs)	2,008	Hr	\$67.96	\$136,464.00
2.42B	Information Engineer, Level I (Premium Hrs)	1 *	Hr	\$67.96	\$68.00
2.43	Computer Operator, Level IV				
2.43A	Computer Operator, Level IV (Regular Hrs)	2,008	Hr	\$37.63	\$75,561.00
2.43B	Computer Operator, Level IV (Premium Hrs)	1 *	Hr	\$37.63	\$38.00
2.44	Computer Operator, Level III				
2.44A	Computer Operator, Level III (Regular Hrs)	4,016	Hr	\$32.01	\$128,552.00
2.44B	Computer Operator, Level III (Premium Hrs)	20	Hr	\$32.01	\$640.00
2.45	Computer Operator, Level II				
2.45A	Computer Operator, Level II (Regular Hrs)	10,040	Hr	\$27.77	\$278,811.00
2.45B	Computer Operator, Level II (Premium Hrs)	190	Hr	\$41.65	\$7,914.00
2.46	Computer Operator, Level I				
2.46A	Computer Operator, Level I (Regular Hrs)	1	Hr	\$23.71	\$24.00
2.46B	Computer Operator, Level I (Premium Hrs)	1 *	Hr	\$35.59	\$36.00
2.47	Technical Typist				
2.47A	Technical Typist (Regular Hrs)	4,016	Hr	\$21.23	\$85,260.00
2.47B	Technical Typist (Premium Hrs)	100	Hr	\$31.84	\$3,184.00
2.48	Technical Writer, Level II				
2.48A	Technical Writer, Level II (Regular Hrs)	1	Hr	\$45.02	\$45.00
2.48B	Technical Writer, Level II (Premium Hrs)	20	Hr	\$45.02	\$900.00
2.49	Technical Writer, Level I				
2.49A	Technical Writer, Level I (Regular Hrs)	18,072	Hr	\$38.59	\$697,398.00
2.49B	Technical Writer, Level I (Premium Hrs)	492	Hr	\$38.59	\$18,986.00
2.5	Video Production Assistant				
2.50A	Video Production Assistant (Regular Hrs)	1	Hr	\$29.99	\$30.00
2.50B	Video Production Assistant (Premium Hrs)	1 *	Hr	\$29.99	\$30.00
2.51	Telecommunications Specialist, Level VI				
2.51A	Telecommunications Specialist, Level VI (Regular Hrs)	1	Hr	\$68.40	\$68.00
2.51B	Telecommunications Specialist, Level VI (Premium Hrs)	1 *	Hr	\$68.40	\$68.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.52	Telecommunications Specialist, Level V				
2.52A	Telecommunications Specialist, Level V (Regular Hrs)	1	Hr	\$52.47	\$52.00
2.52B	Telecommunications Specialist, Level V (Premium Hrs)	1 *	Hr	\$52.47	\$52.00
2.53	Telecommunications Specialist, Level IV				
2.53A	Telecommunications Specialist, Level IV (Regular Hrs)	1	Hr	\$40.29	\$40.00
2.53B	Telecommunications Specialist, Level IV (Premium Hrs)	1 *	Hr	\$40.29	\$40.00
2.54	Telecommunications Specialist, Level III				
2.54A	Telecommunications Specialist, Level III (Regular Hrs)	1	Hr	\$34.07	\$34.00
2.54B	Telecommunications Specialist, Level III (Premium Hrs)	1 *	Hr	\$34.07	\$34.00
2.55	Telecommunications Specialist, Level II				
2.55A	Telecommunications Specialist, Level II (Regular Hrs)	1	Hr	\$29.09	\$29.00
2.55B	Telecommunications Specialist, Level II (Premium Hrs)	1 *	Hr	\$43.65	\$44.00
2.56	Telecommunications Specialist, Level I				
2.56A	Telecommunications Specialist, Level I (Regular Hrs)	4,016	Hr	\$23.71	\$95,219.00
2.56B	Telecommunications Specialist, Level I (Premium Hrs)	10	Hr	\$35.59	\$356.00

*The annual estimated quantity of one (1) hour was provided for the purpose of evaluation.

3	CONTRACTOR FURNISHED ITEMS				
	The contractor shall furnish space, workstations, associated hardware and software, office equipment/furnishings, materials and supplies when government-furnished items are not available or accessible and when included in task descriptions. See PWS Section 4. (To be reimbursed on contractor's Cost)			G&A may be applied at a rate not to exceed Profit shall not be applied.	_____
				*Offeror to propose G&A rate.	
		 Estimated		<u>\$5,000.00</u>
4	TRAVEL: Costs shall be reimbursed to the contractor in accordance with Clause H.7.			G&A may be applied at a rate not to exceed Profit shall not be applied. *Offeror to propose G&A rate.	_____
		 Estimated		<u>\$15,000.00</u>

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

B.1(b) SPECIAL SUPPORT REQUIREMENTS

5 SPECIAL SUPPORT REQUIREMENTS—The special support requirements Items set forth below are not included in the basic work Items in B.1(a). The work called for under these items shall be accomplished when and as directed by the Contracting Officer in accordance with Section H (Clauses H.3 and H.4) PWS paragraph 4.4.

G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

*Offeror to propose G&A and profit rates

B.1(b)(1) Fixed Price Items. For accomplishment of work set forth in these Items, see H.4(d)(i) and (e).

5.A SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

B.1(b)(2) Fixed Hourly Rate Items. For accomplishment of work set forth in these Items, see H.4(d)(ii).

5.B SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

6 PAY ADJUSTMENT FOR WORK PERFORMED OUTSIDE OKLAHOMA CITY AREA. To be

Reference Clause H.33, Pay Adjustment for Work Performed Outside the Oklahoma City, OK Area

Wrap rate excluding G&A and profit may be applied at a rate not to exceed _____
G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

**Offeror to propose wraprate, G&A and profit

Payment for CLINS 2 through 4 will be in accordance with contract clause entitled “Payments Under Time-and-Materials and Labor-Hour Contracts.” Payment for CLINS 1 and 5 will be made in accordance with either contract clause entitled “Payments” or

NOTES: “Payments Under Time-and-Materials and Labor-Hour Contracts.”

TOTAL \$35,596,196.00

PART I – SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

B.1(a) The contractor shall furnish all personnel and when required, space, materials, equipment and supplies to provide Federal Information Processing (FIP) support services in accordance with the terms, conditions and provisions set forth herein and in the attached Performance Work Statement (PWS). The contractor shall be paid for services performed in accordance with the following price

<u>CLIN</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
1	RESERVED	XX	XXX	XXXX	XXXX

(Not applicable to Option Years)

FIFTH YEAR (OPTION IV)—(March 1, 2009 through February 28, 2010)

		<u>Estimated Annual Requirements</u>	<u>Unit</u>	<u>Hourly Composite Rate</u>	<u>Amount</u>
2	<u>DISCIPLINE (SKILL):</u>				
2.5	Programmer, Level III				
2.1A	Programmer, Level III (Regular Hrs)	2,008	Hr	\$43.57	\$87,488.56
2.1B	Programmer, Level III (Premium Hrs)	1 *	Hr	\$43.57	\$43.57
2.2	Programmer, Level II				
2.2A	Programmer, Level II (Regular Hrs)	8,032	Hr	\$39.28	\$315,496.96
2.2B	Programmer, Level II (Premium Hrs)	492 *	Hr	\$39.28	\$19,325.76
2.3	Programmer, Level I				
2.3A	Programmer, Level I (Regular Hrs)	14,056	Hr	\$34.66	\$487,180.96
2.3B	Programmer, Level I (Premium Hrs)	500	Hr	\$34.66	\$17,330.00
2.4	System Analyst/Programmer, Level V				
2.4A	System Analyst/Programmer, Level V (Regular Hrs)	71,284	Hr	\$60.07	\$4,282,029.88
2.4B	System Analyst/Programmer, Level V (Premium Hrs)	2,750	Hr	\$60.07	\$165,192.50
2.5	System Analyst/Programmer, Level IV				
2.5A	System Analyst/Programmer, Level IV (Regular Hrs)	58,232	Hr	\$56.66	\$3,299,425.12
2.5B	System Analyst/Programmer, Level IV (Premium Hrs)	1,719	Hr	\$56.66	\$97,398.54
2.6	System Analyst/Programmer, Level III				
2.6A	System Analyst/Programmer, Level III (Regular Hrs)	56,224	Hr	\$53.01	\$2,980,434.24
2.6B	System Analyst/Programmer, Level III (Premium Hrs)	2,259	Hr	\$53.01	\$119,749.59
2.7	System Analyst/Programmer, Level II				
2.7A	System Analyst/Programmer, Level II (Regular Hrs)	12,048	Hr	\$49.85	\$600,592.80
2.7B	System Analyst/Programmer, Level II (Premium Hrs)	342	Hr	\$49.85	\$17,048.70
2.8	System Analyst/Programmer, Level I				
2.8A	System Analyst/Programmer, Level I (Regular Hrs)	8,032	Hr	\$46.32	\$372,042.24
2.8B	System Analyst/Programmer, Level I (Premium Hrs)	384	Hr	\$46.32	\$17,786.88
2.9	Web Developer, Level III				
2.9A	Web Developer, Level III (Regular Hrs)	10,040	Hr	\$63.15	\$634,026.00
2.9B	Web Developer, Level III (Premium Hrs)	1 *	Hr	\$63.15	\$63.15

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.1	Web Developer, Level II				
2.10A	Web Developer, Level II (Regular Hrs)	24,096	Hr	\$51.92	\$1,251,064.32
2.10B	Web Developer, Level II (Premium Hrs)	586	Hr	\$51.92	\$30,425.12
2.11	Web Developer, Level I				
2.11A	Web Developer, Level I (Regular Hrs)	11,044	Hr	\$41.82	\$461,860.08
2.11B	Web Developer, Level I (Premium Hrs)	200	Hr	\$41.82	\$8,364.00
2.12	Web Technical Administrator				
2.12A	Web Technical Administrator (Regular Hrs)	1	Hr	\$66.41	\$66.41
2.12B	Web Technical Administrator (Premium Hrs)	1 *	Hr	\$66.41	\$66.41
2.13	Data Base Administrator, Level III				
2.13A	Data Base Administrator, Level III (Regular Hrs)	2,008	Hr	\$74.48	\$149,555.84
2.13B	Data Base Administrator, Level III (Premium Hrs)	20	Hr	\$74.48	\$1,489.60
2.14	Data Base Administrator, Level II				
2.14A	Data Base Administrator, Level II (Regular Hrs)	1	Hr	\$60.34	\$60.34
2.14B	Data Base Administrator, Level II (Premium Hrs)	1 *	Hr	\$60.34	\$60.34
2.15	Data Base Administrator, Level I				
2.15A	Data Base Administrator, Level I (Regular Hrs)	1	Hr	\$45.54	\$45.54
2.15B	Data Base Administrator, Level I (Premium Hrs)	1 *	Hr	\$45.54	\$45.54
2.16	System Administrator, Level IV				
2.16A	System Administrator, Level IV (Regular Hrs)	1	Hr	\$66.41	\$66.41
2.16B	System Administrator, Level IV (Premium Hrs)	1 *	Hr	\$66.41	\$66.41
2.17	System Administrator, Level III				
2.17A	System Administrator, Level III (Regular Hrs)	20,080	Hr	\$52.47	\$1,053,597.60
2.17B	System Administrator, Level III (Premium Hrs)	1,925	Hr	\$52.47	\$101,004.75
2.18	System Administrator, Level II				
2.18A	System Administrator, Level II (Regular Hrs)	2,008	Hr	\$43.06	\$86,464.48
2.18B	System Administrator, Level II (Premium Hrs)	50	Hr	\$43.06	\$2,153.00
2.19	System Administrator, Level I				
2.19A	System Administrator, Level I (Regular Hrs)	8,032	Hr	\$37.94	\$304,734.08
2.19B	System Administrator, Level I (Premium Hrs)	300	Hr	\$37.94	\$11,382.00
2.2	Information Technology Security Specialist, Level III				
2.20A	Information Tech Security Spec, Level III (Regular Hrs)	2,008	Hr	\$77.25	\$155,118.00
2.20B	Information Tech Security Spec, Level III (Premium Hrs)	1 *	Hr	\$77.25	\$77.25
2.21	Information Technology Security Specialist, Level II				
2.21A	Information Tech Security Spec, Level II (Regular Hrs)	2,008	Hr	\$60.94	\$122,367.52
2.21B	Information Tech Security Spec, Level II (Premium Hrs)	1 *	Hr	\$60.94	\$60.94
2.22	Information Technology Security Specialist, Level I				
2.22A	Information Tech Security Spec, Level I (Regular Hrs)	2,008	Hr	\$51.16	\$102,729.28
2.22B	Information Tech Security Spec, Level I (Premium Hrs)	1 *	Hr	\$51.16	\$51.16
2.23	Information Technology Technical Specialist, Level III				
2.23A	Information Technology Tech Spec, Level III (Regular Hrs)	1	Hr	\$93.00	\$93.00
2.23B	Information Technology Tech Spec, Level III (Premium Hrs)	1 *	Hr	\$93.00	\$93.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.24	Information Technology Technical Specialist, Level II				
2.24A	Information Technology Tech Spec, Level II (Regular Hrs)	68,272	Hr	\$72.18	\$4,927,872.96
2.24B	Information Technology Tech Spec, Level II (Premium Hrs)	3,373	Hr	\$72.18	\$243,463.14
2.25	Information Technology Technical Specialist, Level I				
2.25A	Information Technology Tech Spec, Level I (Regular Hrs)	10,040	Hr	\$65.63	\$658,925.20
2.25B	Information Technology Tech Spec, Level I (Premium Hrs)	310	Hr	\$65.63	\$20,345.30
2.26	Information Technology Training Specialist				
2.26A	Information Technology Training Specialist (Regular Hrs)	1	Hr	\$57.94	\$57.94
2.26B	Information Technology Training Specialist (Premium Hrs)	1 *	Hr	\$57.94	\$57.94
2.27	Project Manager				
2.27A	Project Manager (Regular Hrs)	1	Hr	\$91.30	\$91.30
2.27B	Project Manager (Premium Hrs)	1 *	Hr	\$91.30	\$91.30
2.28	Help Desk Specialist, III				
2.28A	Help Desk Specialist, III (Regular Hrs)	2,008	Hr	\$38.57	\$77,448.56
2.28B	Help Desk Specialist, III (Premium Hrs)	1 *	Hr	\$38.57	\$38.57
2.29	Help Desk Specialist, II				
2.29A	Help Desk Specialist, II (Regular Hrs)	2,008	Hr	\$30.28	\$60,802.24
2.29B	Help Desk Specialist, II (Premium Hrs)	100	Hr	\$45.40	\$4,540.00
2.3	Help Desk Specialist, I				
2.30A	Help Desk Specialist, I (Regular Hrs)	10,040	Hr	\$25.35	\$254,514.00
2.30B	Help Desk Specialist, I (Premium Hrs)	400	Hr	\$38.05	\$15,220.00
2.31	Office Automation Specialist, Level IV				
2.31A	Office Automation Specialist, Level IV (Regular Hrs)	12,048	Hr	\$61.84	\$745,048.32
2.31B	Office Automation Specialist, Level IV (Premium Hrs)	90	Hr	\$61.84	\$5,565.60
2.32	Office Automation Specialist, Level III				
2.32A	Office Automation Specialist, Level III (Regular Hrs)	24,096	Hr	\$53.49	\$1,288,895.04
2.32B	Office Automation Specialist, Level III (Premium Hrs)	50	Hr	\$53.49	\$2,674.50
2.33	Office Automation Specialist, Level II				
2.33A	Office Automation Specialist, Level II (Regular Hrs)	8,032	Hr	\$48.62	\$390,515.84
2.33B	Office Automation Specialist, Level II (Premium Hrs)	20	Hr	\$48.62	\$972.40
2.34	Office Automation Specialist, Level I				
2.34A	Office Automation Specialist, Level I (Regular Hrs)	1	Hr	\$42.12	\$42.12
2.34B	Office Automation Specialist, Level I (Premium Hrs)	1 *	Hr	\$42.12	\$42.12
2.35	Functional Analyst, Level IV				
2.35A	Functional Analyst, Level IV (Regular Hrs)	64,256	Hr	\$79.23	\$5,091,002.88
2.35B	Functional Analyst, Level IV (Premium Hrs)	1,580	Hr	\$79.23	\$125,183.40
2.36	Functional Analyst, Level III				
2.36A	Functional Analyst, Level III (Regular Hrs)	1	Hr	\$77.03	\$77.03
2.36B	Functional Analyst, Level III (Premium Hrs)	1 *	Hr	\$77.03	\$77.03
2.37	Functional Analyst, Level II				
2.37A	Functional Analyst, Level II (Regular Hrs)	14,056	Hr	\$60.98	\$857,134.88
2.37B	Functional Analyst, Level II (Premium Hrs)	600	Hr	\$60.98	\$36,588.00

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.38	Functional Analyst, Level I				
2.38A	Functional Analyst, Level I (Regular Hrs)	2,008	Hr	\$56.58	\$113,612.64
2.38B	Functional Analyst, Level I (Premium Hrs)	24	Hr	\$56.58	\$1,357.92
2.39	Information Engineer, Level IV				
2.39A	Information Engineer, Level IV (Regular Hrs)	4,016	Hr	\$102.89	\$413,206.24
2.39B	Information Engineer, Level IV (Premium Hrs)	384	Hr	\$102.89	\$39,509.76
2.4	Information Engineer, Level III				
2.40A	Information Engineer, Level III (Regular Hrs)	26,104	Hr	\$82.44	\$2,152,013.76
2.40B	Information Engineer, Level III (Premium Hrs)	1 *	Hr	\$82.44	\$82.44
2.41	Information Engineer, Level II				
2.41A	Information Engineer, Level II (Regular Hrs)	1	Hr	\$75.75	\$75.75
2.41B	Information Engineer, Level II (Premium Hrs)	192	Hr	\$75.75	\$14,544.00
2.42	Information Engineer, Level I				
2.42A	Information Engineer, Level I (Regular Hrs)	2,008	Hr	\$69.66	\$139,877.28
2.42B	Information Engineer, Level I (Premium Hrs)	1 *	Hr	\$69.66	\$69.66
2.43	Computer Operator, Level IV				
2.43A	Computer Operator, Level IV (Regular Hrs)	2,008	Hr	\$38.57	\$77,448.56
2.43B	Computer Operator, Level IV (Premium Hrs)	1 *	Hr	\$38.57	\$38.57
2.44	Computer Operator, Level III				
2.44A	Computer Operator, Level III (Regular Hrs)	4,016	Hr	\$32.81	\$131,764.96
2.44B	Computer Operator, Level III (Premium Hrs)	20	Hr	\$32.81	\$656.20
2.45	Computer Operator, Level II				
2.45A	Computer Operator, Level II (Regular Hrs)	10,040	Hr	\$28.46	\$285,738.40
2.45B	Computer Operator, Level II (Premium Hrs)	190	Hr	\$42.69	\$8,111.10
2.46	Computer Operator, Level I				
2.46A	Computer Operator, Level I (Regular Hrs)	1	Hr	\$24.30	\$24.30
2.46B	Computer Operator, Level I (Premium Hrs)	1 *	Hr	\$36.48	\$36.48
2.47	Technical Typist				
2.47A	Technical Typist (Regular Hrs)	4,016	Hr	\$21.76	\$87,388.16
2.47B	Technical Typist (Premium Hrs)	100	Hr	\$32.64	\$3,264.00
2.48	Technical Writer, Level II				
2.48A	Technical Writer, Level II (Regular Hrs)	1	Hr	\$46.15	\$46.15
2.48B	Technical Writer, Level II (Premium Hrs)	20	Hr	\$46.15	\$923.00
2.49	Technical Writer, Level I				
2.49A	Technical Writer, Level I (Regular Hrs)	18,072	Hr	\$39.55	\$714,747.60
2.49B	Technical Writer, Level I (Premium Hrs)	492	Hr	\$39.55	\$19,458.60
2.5	Video Production Assistant				
2.50A	Video Production Assistant (Regular Hrs)	1	Hr	\$30.74	\$30.74
2.50B	Video Production Assistant (Premium Hrs)	1 *	Hr	\$30.74	\$30.74
2.51	Telecommunications Specialist, Level VI				
2.51A	Telecommunications Specialist, Level VI (Regular Hrs)	1	Hr	\$70.11	\$70.11
2.51B	Telecommunications Specialist, Level VI (Premium Hrs)	1 *	Hr	\$70.11	\$70.11

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

2.52	Telecommunications Specialist, Level V				
2.52A	Telecommunications Specialist, Level V (Regular Hrs)	1	Hr	\$53.78	\$53.78
2.52B	Telecommunications Specialist, Level V (Premium Hrs)	1 *	Hr	\$53.78	\$53.78
2.53	Telecommunications Specialist, Level IV				
2.53A	Telecommunications Specialist, Level IV (Regular Hrs)	1	Hr	\$41.30	\$41.30
2.53B	Telecommunications Specialist, Level IV (Premium Hrs)	1 *	Hr	\$41.30	\$41.30
2.54	Telecommunications Specialist, Level III				
2.54A	Telecommunications Specialist, Level III (Regular Hrs)	1	Hr	\$34.92	\$34.92
2.54B	Telecommunications Specialist, Level III (Premium Hrs)	1 *	Hr	\$34.92	\$34.92
2.55	Telecommunications Specialist, Level II				
2.55A	Telecommunications Specialist, Level II (Regular Hrs)	1	Hr	\$29.82	\$29.82
2.55B	Telecommunications Specialist, Level II (Premium Hrs)	1 *	Hr	\$44.74	\$44.74
2.56	Telecommunications Specialist, Level I				
2.56A	Telecommunications Specialist, Level I (Regular Hrs)	4,016	Hr	\$24.30	\$97,588.80
2.56B	Telecommunications Specialist, Level I (Premium Hrs)	10	Hr	\$36.48	\$364.80

*The annual estimated quantity of one (1) hour was provided for the purpose of evaluation.

3	CONTRACTOR FURNISHED ITEMS				
	The contractor shall furnish space, workstations, associated hardware and software, office equipment/furnishings, materials and supplies when government-furnished items are not available or accessible and when included in task descriptions. See PWS Section 4. (To be reimbursed on contractor's Cost)			G&A may be applied at a rate not to Profit shall not be applied. *Offeror to propose G&A rate.	_____
				Estimated	<u>\$5,000.00</u>
4	TRAVEL: Costs shall be reimbursed to the contractor in accordance with Clause H.7.			G&A may be applied at a rate not to Profit shall not be applied. *Offeror to propose G&A rate.	_____
				Estimated	<u>\$15,000.00</u>

PART I - SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Continued)

B.1(b) SPECIAL SUPPORT REQUIREMENTS

5 SPECIAL SUPPORT REQUIREMENTS—The special support requirements Items set forth below are not included in the basic work Items in B.1(a). The work called for under these items shall be accomplished when and as directed by the Contracting Officer in accordance with Section H (Clauses H.3 and H.4) PWS paragraph 4.4.

G&A may be applied at a rate not to _____
Profit may be applied at a rate not to _____

*Offeror to propose G&A and profit rates

5.A SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

B.1(b)(2) Fixed Hourly Rate Items. For accomplishment of work set forth in these Items, see H.4(d)(ii).

5.B SPECIAL SUPPORT REQUIREMENTS. To be Negotiated

6 PAY ADJUSTMENT FOR WORK PERFORMED OUTSIDE OKLAHOMA CITY AREA. To be Negotiated
Reference Clause H.33, Pay Adjustment for Work Performed Outside the Oklahoma City, OK Area

Wrap rate excluding G&A and profit may be applied at a rate not to exceed _____
G&A may be applied at a rate not to exceed _____
Profit may be applied at a rate not to exceed _____

**Offeror to propose wraprate, G&A and profit

Payment for CLINS 2 through 4 will be in accordance with contract clause entitled “Payments Under Time-and-Materials and Labor-Hour Contracts.” Payment for CLINS 1 and 5 will be made in accordance with either contract clause entitled

NOTES: “Payments” or “Payments Under Time-and-Materials and Labor-Hour Contracts.”

TOTAL \$36,485,590.87

TOTAL FOR ALL \$173,746,512.87

PART I - SECTION C - DESCRIPTION/SPECS/WORK STATEMENT

C.1 SCOPE OF WORK

The contractor shall furnish all personnel and when required, space, materials, equipment, and supplies to provide Information Technology (IT) support services thereof described in the Performance Work Statement (PWS), at Section J, Attachment 1, and the terms, conditions and provisions included herein. Services shall be ordered by the FAA Contracting Officer in accordance with Clause H.1, herein.

C.2 Emergency Situations and Exercises during Contract Performance (SEP 2001) CLA.4548

(a) Emergency situations and exercises are temporary exceptions to the prohibition of contractor personnel not being subject to the direction and control of Government personnel when performing non-personal contract services in FAA facilities.

(b) All contractor personnel at a FAA work site or facility during an actual emergency shall conform to the procedures posted or directed by FAA officials responsible for emergency response at that site or facility. Such officials include evacuation wardens/monitors, security personnel, Emergency Readiness Officers, management, etc.

(c) Contractor personnel shall participate in all emergency exercises, including evacuations, as part of performance under this contract. On rare occasions and based on advance arrangements that are then *announced at the time of an exercise*, contractor personnel will be excused from evacuations.

(d) Contractor management/supervisors shall ensure that each contractor employee assigned work in FAA facilities possesses a general awareness of emergency and evacuation procedures at all locations where the employees might be during an emergency or exercise. Information on emergency procedures may be requested from the Contracting Officer's Technical Representative or a designated FAA contact point at the work site.

C.3 SECTION 508 OF THE REHABILITATION ACT OF 1973

The FAA has determined that the following accessibility standards (36 CFR Part 1194) apply to this procurement under Section 508 of the Rehabilitation Act of 1973.

- 1194.21 - Software Applications and Operating Systems
- 1194.22 - Web-based Information or Applications
- 1194.23 - Telecommunication Products
- 1194.24 - Video and Multimedia Products
- 1194.25 - Self-Contained Products
- 1194.26 - Desktop and Portable Computers
- 1194.31 - Functional Performance Criteria
- 1194.41 - Information, Documentation and Support

The contractor shall deliver products and/or services that provide the features described in the above standards, or equivalent salient characteristics. Additionally, the contractor shall provide product support documentation and services (i.e., help desk and training) in alternate formats in order to accommodate end users with disabilities.

Contractor conformance with this requirement is a material term of the contract.

C.4 TASK ORDER (TO) TYPES

Task Order Types. This contract contains time and materials provisions for Level of Effort and Completion type TOs.

(a) Level of Effort TOs will usually be employed when the nature of the task(s) is only generally understood, flexibility is desired, a deliverable end product(s) is difficult to define and the period of performance is defined by fiscal year or parts thereof.

(b) Completion TOs will usually be employed when the task(s) to be performed is clearly defined and identifies milestones or completion dates and an identifiable end product.

PART I - SECTION D - PACKAGING AND MARKING

Not Applicable

PART I - SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services performed under this contract shall be at destination, Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma, or as otherwise designated in the specific task order.

3.1-1 Clauses and Provisions Incorporated by Reference (September 2002)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

3.10.4-4 Inspection of Services-- Fixed-Price & Cost Reimbursement (April 1996)

3.10.4-5 Inspection--Time-and-Material and Labor-Hour (April 1996)

3.10.4-16 Responsibility for Supplies (April 1996)

PART I - SECTION F - DELIVERIES OR PERFORMANCE

F.1 CONTRACT PERIOD (JAN 1997)(R)

CLA.1604

The effective period of this contract for the base year is 12 months from date of award.

F.2 PHASE-IN PERIOD AND PERIOD OF PERFORMANCE

This contract contemplates a phase-in period beginning February 1, 2005, and ending February 28, 2005, followed by the basic period of performance beginning March 1, 2005. The basic period of performance is followed by four 1-year option periods to be exercised at the sole discretion of the Government. In the event award is not made as anticipated, the Government may alter the phase-in period, or the Government may reduce the basic contract period, and or/option contract periods.

F.3 DELIVERY SCHEDULE

All deliverables shall be in accordance with the provisions set forth in the Performance Work Statement and as further defined by the individual task assignments issued during the term of the contract.

F.4 PLACE OF PERFORMANCE

The principal place of performance shall be the Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma, unless otherwise designated by specific task order.

**F.5 CHANGE TO INDIVIDUAL DELIVERY ORDER
SCHEDULE (JAN 1997)**

CLA.1137

(a) The delivery schedule(s) of all delivery orders issued hereunder shall be established in accordance with the terms of the contract.

(b) In the event that the Contractor fails to deliver in accordance with the established delivery schedule(s) and if such failure is not due to an excusable delay as defined in the Default clause of this contract, the Government and the Contractor may at the Government's option, negotiate a revised delivery schedule(s) in exchange for adequate consideration to the Government. A contract modification will not be required, but the delivery order(s) shall be amended in writing accordingly.

(c) A delivery order change or amendment made pursuant to this clause shall not affect the delivery schedule(s) of any other delivery order(s) issued under this contract.

(d) This clause shall not limit the Government's rights under the Default clause.

F.6 AUTHORIZED PERFORMANCE (JAN 1997)

CLA.0168

The execution of a contract shall not constitute authority for the contractor to commence performance. Performance shall be ordered by the issuance of a formal delivery order by an authorized Contracting Officer of the Mike Monroney Aeronautical Center. Orders issued orally or by written telecommunications shall reference a formal delivery order number and shall be confirmed by issuance of the formal delivery order.

3.1-1 Clauses and Provisions Incorporated by Reference (September 2002)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request,

the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

3.10.1-9 Stop-Work Order (October 1996)

3.10.1-11 Government Delay of Work (April 1996)

PART I - SECTION G - CONTRACT ADMINISTRATION DATA

G.1 OPTION TO EXTEND SERVICES (JAN 1997)

CLA.0116

The Government may unilaterally exercise its option to extend the term of the contract for performance of specified services pursuant to Section I, AMS Clause 3.2.4-34, Option to Extend Services, by written notice to the contractor not later than the expiration date of the current contract period.

G.2 INVOICING PROCEDURES - GENERAL (JAN 2002)(R)

CLA.0135

(a) In addition to the requirements set forth at AMS Clause 3.3.1-17, Prompt Payment, for the submission of a proper invoice, the contractor shall submit a separate invoice for (1) each month of performance of services, or (2) those items of supplies furnished, as follows:

(1) The original to:

FAA, Mike Monroney Aeronautical Center
Financial Operations Division (AMZ-110)
P.O. Box 25710
Oklahoma City, OK 73125-4913

(2) One copy to:

FAA, Mike Monroney Aeronautical Center
Contract Management Team (AMQ-240)
P.O. Box 25082
Oklahoma City, OK 73125

(3) One copy to:

FAA, Mike Monroney Aeronautical Center
(Contracting Officer's Technical Representative (COTR)-Identified upon task order award)
P.O. Box 25082
Oklahoma City, OK 73125

(b) Each invoice shall highlight the following information:

- (1) Contract number and applicable Task/Delivery Order number.
- (2) Noun description of services and/or supplies, including applicable line item number(s) and quantity(s) that were provided.
- (3) Extended totals for invoiced quantities.
- (4) Hours by employee by labor category, with payroll documentation indicating the hourly rate/total wages paid to each employee (time and attendance sheets should be furnished only to COTRs).

(5) The cumulative hours by category billed and paid on the current Task/Delivery Order.

G.3 IDENTIFICATION/DELIVERY OF GOVERNMENT PROPERTY (JAN 1997) CLA.1401

Within 45 calendar days after award of contract the Government-owned property listed below will be furnished to the contractor for use in the performance of this contract. (See Attachment 8)

G.4 GOVERNMENT PROPERTY REPORTS (JAN 1997) CLA.4528

(a) The Contractor shall prepare an annual report of Government property in its possession and the possession of its subcontractors. (Reference CDRL A001)

(b) The report shall be submitted to the Contracting Officer not later than September 15 of each calendar year on Form DOT F 4220.43, Contractor Report of Government Property.

G.5 DELIVERIES TO THE MIKE MONRONEY AERONAUTICAL CENTER (MMAC) (JAN 2002) CLA.4550

(a) Security procedures at the MMAC require that all mail, materials, packages or parcels of any kind be delivered to a central screening point, for inspection by the FAA. This affects mail and other deliveries destined for all organizations located on MMAC property, including government organizations, contractors and permit holders. After passing security inspection, the mail or material may be handled and delivered by the FAA. FAA will make every reasonable effort to conduct inspections and handle items in a careful manner so as to avoid damage or delay.

(b) This inspection is for the benefit of the FAA only. The FAA makes no representation that any material passing inspection is without hazard, poses no threat, or that it conforms in form, fit, function or quantity to the expectations of the intended recipient.

(c) The FAA shall not be liable for any 1) loss, damage or shortage of any mail or materials, 2) injury, or 3) delay in performance resulting from such inspection and handling, unless liable under the Federal Tort Claims Act (28 U.S.C. 2671-2680).

(d) Any item destined for the contractor that fails to pass inspection remains the property of the contractor, who is responsible for its disposition and coordination with law enforcement agencies as necessary.

PART I - SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 TASK/DELIVERY ORDER PROCESSING

(a) The Contracting Officer shall issue task orders during the performance period of the contract. Concurrent accomplishment of more than one task at a time shall be required.

(b) Task/delivery orders will be issued upon completion of the following sequence of actions:

(1) The Contracting Officer will issue a request for task proposal, with a copy of the Task Statement of Work attached.

(2) Contractor will submit a task proposal to the Contracting Officer within 5 workdays including:

- (i) A milestone schedule (if applicable).
- (ii) Proposed completion or delivery date (if applicable).
- (iii) Proposed travel costs.
- (iv) A breakdown of the proposed labor hours and costs by category of discipline/skill as shown in Part I, Section B of this contract.

(3) Each task will be negotiated by the Contracting Officer and, when mutual agreement is reached, a task/delivery order will be issued.

(4) The task/delivery order will be signed, dated and issued by the Contracting Officer. Each task/delivery order will contain the following information:

- (i) An appropriate delivery order number and a reference to this contract number.
- (ii) A description of the services to be performed presented in a Task Statement of Work format.
- (iii) Any special requirements relating to the specific task to be performed.
- (iv) Period of performance.
- (v) Ceiling Price.

(c) Task/delivery orders may be issued under this contract by the Contracting Officer at any time within the term of this contract or any extension under the option clause. The contractor will be given a minimum of 20 workdays to commence work under any task order which may be issued.

(d) Whenever, in the opinion of the Contracting Officer, the need for services is an emergency, the Contracting Officer may issue a task/delivery order, with a copy of the Task Statement of Work attached, directing the Contractor to proceed with performance of the work specified. Such task/delivery order will specify a ceiling price. The contractor will proceed with the performance of the work required by task/delivery order. The contractor will submit a task proposal within 20 calendar days from the date of receipt of the task/delivery order. Following receipt of the contractor's task proposal, negotiations, if required, will be conducted to establish a new ceiling price.

(e) Any completion-type task/delivery order (Statement of Work must state a definite goal of target and specify an end product) issued during the term of this contract and not completed within that term shall be completed by the contractor within the term specified in the task/delivery order. The rights and obligations of the contractor and the FAA respecting that task/delivery order shall be completed during the effective term of this contract. This paragraph (e) does not apply to term or level-of-effort type task.

H.2 CEILING PRICE

(a) A "ceiling price" (see H.1, Task/Delivery Order Processing) is applicable to and will be established for each task/delivery order issued hereunder and will vary depending on the work to be performed.

(b) The FAA shall not be obligated to pay the Contractor any amount in excess of the ceiling price set forth in the task/delivery order, and the contractor shall not be obligated to continue performance if to do so would exceed the established ceiling price, unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised ceiling that shall constitute the ceiling price for performance under the respective task/delivery order. When and to the extent that the ceiling price set forth in the task/delivery order has been increased, any hours expended and

material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

H.3 SPECIAL SUPPORT REQUIREMENTS (CLIN 5)

Specialized IT support requirements which require labor/skill categories not specifically stated in the PWS may arise during the performance period of this contract as a result of the need for special feasibility studies, cost analysis, information business plans, systems architectural designs, etc. Contract Line Item Number (CLIN) 5 has been established to recognize this type of special support.

H.4 AUTHORIZATION--SPECIAL SUPPORT REQUIREMENTS (CLIN 5)

(a) When the need for special support arises, written authorization to proceed on items set forth in Section B.1(b) must be received from the FAA Contracting Officer. Routine requirements will be accommodated through the issue of a request for task proposal, with a copy of the task work statement attached. Upon receipt of this request for task proposal, the contractor shall submit a task proposal, including any necessary cost and pricing data, to the Contracting Officer which includes the following information:

(i) Proposed price for accomplishing the work and a description of the basis for the proposed price;

(ii) proposed completion or delivery date (if applicable);

(iii) any proposed travel costs involved.

(b) Upon receipt of the contractor's task proposal, the proposal will be negotiated and, when mutual agreement is reached, a task/delivery order will be issued.

(c) Whenever, in the opinion of the Contracting Officer, the need for services is of unusual and compelling urgency, the Contracting Officer may issue a task/delivery order, with a copy of the Task Statement of Work attached, directing the contractor to proceed with performance of the work specified. Such task/delivery order will specify a ceiling price. The contractor shall proceed with performance of the work required by the task/delivery order. The contractor shall submit a task proposal, including any necessary cost and pricing data, within 20 calendar days from the date of receipt of the task/delivery order. Following receipt of the contractor's task proposal, negotiations will be conducted to establish a final price.

(d) Special support requirements may be accommodated through fixed-price items or fixed hourly rate items.

(i) Section B.1(b)(1) - Fixed-Price Items. The Contracting Officer and Contractor may, where appropriate, negotiate a fixed price for certain special support requirements.

(ii) Section B.1(b)(2) - Fixed Hourly Rate Items. Specialized IT support requirements which require labor/skill categories not specifically stated in the PWS may arise during the performance of the contract (See H.3). Accordingly, the Contracting Officer and Contractor may, where appropriate, negotiate fixed hourly prices for certain special support requirements.

(e) At any time during contract performance, when sufficient data becomes available on a repetitive task being performed in the fixed hourly rate category, either the Contractor or the Contracting Officer may request a negotiation to establish a firm-fixed-price for that item for the remaining life of the contract. Any such change shall be incorporated through contract modification.

H.5 LIMITATION OF FAA'S OBLIGATION -- ALLOTMENT OF FUNDS

(a) The FAA shall not be obligated to pay the contractor any amount in excess of the amount so set forth in each delivery/task order and the contractor shall not be obligated to continue performance by virtue of which the FAA's obligation hereunder would exceed the amount set forth in each task/delivery order unless and until the Contracting Officer shall have notified the contractor in writing that such amount had been increased and shall have specified in such notice a revised amount which shall thereupon constitute the ceiling for performance of the task/delivery order.

(b) The contractor shall notify the Contracting Officer in writing at the earliest practicable time, whenever it is expected that costs to be incurred within the succeeding thirty (30) days will exceed 85 percent of the amount stated in the delivery/task order. The contractor will also notify the Contracting Officer in writing at any other time if expected costs to be incurred for items chargeable to each delivery/task order will be substantially greater or less than the amount of the task/delivery order.

(c) The FAA reserves the right to increase or decrease the funds allotted herein for a task/delivery by way of a modification on a unilateral basis to the respective task/delivery order. In no event shall the Contracting Officer decrease funds below the amount incurred by the contractor at the time of the notice of decrease.

H.6 DIRECT HOURLY LABOR RATE (JAN 1997) (CLIN 2)

CLA.0125

The purpose of this clause is to require the contractor to pay the labor rates which were negotiated and set forth in this contract. It is agreed by the parties that such rates represent adequate compensation to attract the competence levels in each labor category necessary for successful contract performance.

(a) The contractor agrees to pay all employees a direct hourly labor rate for each labor category required by Section B, Schedule of Supplies/Services and Prices/Costs, whose weighted average is no less than 98 percent of the final negotiated direct labor rate (the direct labor portion of the negotiated composite/billing rate) for each labor category.

(b) Weighted averages (i.e., labor dollars paid divided by the direct labor hours billed under each labor category) shall be computed by the contractor on a cumulative basis for each billing period and this information provided to the Contracting Officer in three month intervals, as a minimum. **(Reference CDRL A002)**

(c) The contractor shall include a clause substantially the same as this in any subcontract for labor awarded for work under this contract. Wage rates paid to all subcontractor employees performing in the required labor categories are covered by this clause.

(d) Failure to pay the specified weighted average labor rates for each labor category, on a cumulative annual basis, shall constitute a variance from the contract requirements. Any credit to the Government shall be shown on the final invoice for the initial contract term and each renewal option period term. Credits shall be computed for each labor category on which the cumulative weighted average labor rate is less than 98 percent of the final negotiated direct hourly labor rate. No adjustment shall be made if the weighted average direct hourly labor rate for the labor category exceeds 98 percent of the final negotiated rates.

NOTE:

Prospective contractors must complete the attachment entitled "Negotiated Direct Hourly Labor Rates" (Attachment 2) and return as part of their proposal.

EXAMPLE

(This example assumes a final negotiated direct labor rate of \$21.50/hr for Skill I, taken from a separate listing of such rates; and a billing rate of \$38.00/hr taken from Section B, Supplies or Services and Prices/Cost. For Skill II, the final negotiated direct labor rate is assumed to be \$18.75/hr and a billing rate of \$32.00/hr.)

<u>Labor Category</u>	<u>Rate Paid</u>	<u>Actual Labor Worked</u>	<u>Hours Dollars</u>	<u>Total Labor</u>
Contract Skill I	Employee A - \$22.00		100	\$ 2,200.00
	Employee B - \$20.00		100	2,000.00
	Employee C - \$19.00		100	1,900.00
	Employee D - \$19.50		<u>100</u>	<u>1,950.00</u>
Invoice Total			400	\$ 8,050.00
Previous Totals (All other invoices)			<u>4,000</u>	<u>79,950.00</u>
Cumulative Total			<u>4,400</u>	<u>\$88,000.00</u>

Cumulative Weighted Average: $\$88,000 / 4,400 \text{ hours} = \20.00

Cumulative Amount Billed: $\$38.00 \times 4,400 \text{ hours} = \$167,200$

Contract Skill II	Employee G - \$18.00		100	\$ 1,800.00
	Employee H - \$19.00		100	1,900.00
	Employee J - \$18.50		<u>100</u>	<u>1,850.00</u>
Invoice Total			300	\$ 5,550.00
Previous Totals (All other invoices)			<u>4,000</u>	<u>74,400.00</u>
Cumulative Total			<u>4,300</u>	<u>\$79,950.00</u>

Cumulative Weighted Average $\$79,950 / 4,300 \text{ hours} = \18.59

Cumulative Amount Billed: $\$32.00 \times 4,300 \text{ hours} = \$137,600$

Final Billing Adjustment

Skill I

Wage ratio 93% ($\$20.00/\21.50), Variance 7% (100%-93%),

Adjustment 5% (98%-93%)

Credit to Government \$8,360 ($\$167,200 \times 5\%$)

Skill II

Wage ratio 99% ($\$18.59/\18.75), Variance 1% (100%-99%),

Adjustment 0% (98%-99%)

Credit to Government \$-0- ($\$137,600 \times 0\%$)

H.7 REIMBURSEMENT OF TRAVEL COSTS (DEC 2003)

CLA.4531

This clause governs the payment of travel expenses as a direct contract cost, as differentiated from indirect travel cost or Company travel that would be governed by the Contractor's internal travel policies. The Government will

reimburse the contractor for travel costs, as specified in this clause, that are required, approved and incurred by contractor personnel traveling outside the commuting range of their assigned work location in performance of this contract.

(a) Travel under this clause must be funded under the contract/order and

then authorized in advance by the Contracting Officer (CO) or Contracting Officer's Technical Representative (COTR) before travel costs are incurred and charged as a direct contract cost. All travel related expenses claimed for reimbursement shall be separately identified by individual, by trip. The contractor shall submit proof of its actual purchase price for commercial transportation, lodging and any other items for reimbursement at actual cost. Unless directed otherwise, in writing, by the CO or COTR, subsistence cost (meals and incidental expenses) shall be billed and paid on the per diem basis specified below.

(b) Government reimbursements for claimed travel costs, including per diem, will be made in accordance with the FAA's Travel Policy (FAATP), as amended, issued by the Federal Aviation Administration and maintained on its website, http://www.faa.gov/aba/html_tp/index.html. Reimbursement for common-carrier fares shall be limited to actual cost of the lowest economy, standard, coach, or equivalent fare offered during normal business hours, plus customary agent fees. Any other common-carrier charges, reimbursement for private or corporate air travel or use of rental cars must be included in an advanced written authorization to travel. Expenses for transportation by private or corporate vehicles shall be reimbursed on a mileage basis at the FAATP transportation rates in effect at the time the travel is accomplished, plus necessary tolls, or at the total constructive cost of common carrier transportation, whichever is most advantageous to the Government.

(c) The contractor shall not be entitled to reimbursement under this clause for any travel costs associated with contractor-directed personnel changes, personnel/labor disputes, for employee convenience, or for travel to and from the normal assigned work locations. All claims for reimbursement are subject to the cost principles contained in the FAA's Acquisition Management System.

(d) Travel costs for transportation, lodging, per diem or subsistence and other related expenses shall not be burdened by any profit or indirect costs, with the exception of a nominal handling charge. Nominal handling charges may be charged for travel under this clause to the extent specified in the contract/order price schedule or payment clause elsewhere in this contract.

H.8 PHASE-IN

(a) To ensure a smooth transition in the change of work effort from the current contractor, this contract contains a phase-in period (February 1, 2005 through February 28, 2005), the purpose of which is to:

- (1) Observe work accomplishment by the incumbent contractor;
- (2) Become thoroughly familiar with work requirements, work procedures, and status of all tasks;
- (3) Complete training requirements and accomplish necessary training of contractor employees; and
- (4) Obtain identification badges for contractor employees.

(b) The contractor will be allowed access to the facilities to familiarize the key personnel with the current operations. Such access, however, must not interfere with the activities of current contract personnel. To preclude such interference, arrangements will be made with the Contracting Officer or the designated representative.

(c) At the beginning of full contract performance, the contractor shall assume responsibility for all tasks.

H.9 PHASE-OUT

(a) In the event that the follow-on contract is awarded to other than the incumbent, the incumbent contractor shall cooperate to the extent required to permit an orderly change over to the successor contractor pursuant to the requirements of AMS Clause 3.8.2-11, Continuity of Services, and PWS paragraph 1.2.11.

(b) With regard to a successor contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

H.10 CONTRACT SECURITY CLASSIFICATION SPECIFICATION (DD FORM 254)

DD Form 254, Department of Defense-Contract Security Classification Specification, is applicable and attached hereto as Attachment 3. Upon contract award, the contractor is responsible for requisite coordination of applicable security clearance processes/procedures to ensure uninterrupted contract performance.

H.11 TRANSITION REQUIREMENTS

(a) Approximately 290 employees currently working on current IT Support Services contract (Contract No. DTFA-02-00-D-04121) may transition to this follow-on contract as that contract expires or task/delivery orders are completed.

(b) Transition:

(1) Immediately following the contract start date (February 1, 2005, through February 28, 2005), a period not to exceed 30 days will be allowed for the transition from one contractor to another to be accomplished in a well-planned, orderly, and efficient manner. This transition period will be the time for initial orientation for contract administration and will provide a time for detailed operational orientation for contract supervisory personnel. It will include a time for transition of administrative processes from the current contract to the new contract.

(2) The FAA will provide a transition team, which will be used to provide technical and administrative orientation to contractor personnel, familiarize the contractor with required services, and provide other guidance and assistance as mutually determined necessary by the FAA and the contractor.

(3) The contractor is responsible for the transition of their personnel and the assumption of ongoing tasks during the transition period.

(4) The FAA's transition team will remain available to answer technical and administrative questions throughout the transition period. After this period, the contractor shall report and/or coordinate efforts in accordance with the Performance Work Statement and the contract.

H.12 QUALITY CONTROL PLAN

The contractor shall submit a "final" Quality Control Plan (QCP) to the Contracting Officer pursuant to PWS paragraph 1.2.2.1. This QCP shall be approved by the Contracting Officer prior to performance of the contract IAW the PWS.

H.13 STRIKE CONTINGENCY PLAN

The contractor shall submit a "final" Strike Contingency Plan (SCP) to the Contracting Officer within two weeks after contract award. The SCP will ensure continuity of all operations in the event of a strike by contractor personnel. Contractor operations under a SCP shall be at no additional cost to the Government.

H.14 INCORPORATION OF SUBCONTRACTING PLAN

Special attention is invited to AMS Clause 3.6.1-4, Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran Owned Small Business Subcontracting Plan. The contractor's subcontracting plan dated TBD is incorporated herein by reference. The small business goal is 10 percent. The small disadvantaged business goal is 10 percent. The women-owned small business goal is 5 percent. The Service-Disabled Veteran Owned business goal is 1 percent.

H.15 REQUIREMENT FOR SCREENING OF CONTRACTOR PERSONNEL (JUL 2001) (R)

CLA.1262

(a) **Contractor Screening of Personnel.** The operation of this contract is intended to promote the continued safe and secure operation of Federal Aviation Administration (FAA) facilities, systems and resources that comprise or support the National Aerospace System. Access to most FAA locations, systems and equipment is restricted and controlled by the responsible FAA Servicing Security Element. No rights of access to FAA facilities or resources are conferred to the contractor or contractor personnel by this contract. The contractor is responsible for identifying and providing qualified and acceptable personnel in performance of the contract. To meet this requirement, the contractor shall perform routine personnel screening prior to personnel having access to any FAA facility, resources, or sensitive information.

(1) The contractor shall obtain a criminal history report of the prospective employee from the appropriate state authority, i.e., the state where the individual was last employed. If the criminal history report reveals an occurrence of activity listed in paragraphs 1 through 6 of the contract attachment entitled "Screening Standards-Contractor (Attachment 5)" within the preceding 9 years, the prospective employee shall not be allowed access to any FAA facility, resources, or sensitive information. Payment of any fees charged for such criminal history reports shall be the responsibility of the contractor. If the cost is included in the price of the contract, it shall be subject to the usual tests of allocability and reasonableness.

(2) The contractor shall contact prospective employees' previous employer(s) for employment history, and apply the contractor's customary standards for employment suitability. If this employment history check reveals a documented occurrence of activity listed in paragraph 7 of the contract attachment entitled "Screening Standards - Contractor (Attachment 5)" within the preceding 9 years, the prospective employee shall not be allowed access to any FAA facility, resources, or sensitive information.

(3) When specific experience or educational requirements apply to personnel performing on the contract, the contractor shall verify prospective employees' claimed experience or educational qualifications.

(b) Government Screening Standards for Contractor Personnel.

(1) The Contractor shall inform prospective employees that the FAA will perform background investigations on contractor personnel prior to their

gaining access to any Federal Aviation Administration (FAA) facility, resource or sensitive information/system in performance of the contract.

(2) Prior to placing any employee in a position having access to FAA facilities, resources or sensitive information, the contractor shall provide that employee a copy of the contract attachment entitled "Adjudicative Standards: Issues (Attachment 6)". In addition, the contractor must advise the prospective employee of FAA's intent to employ such adjudicative standards in determining employee access as described above.

(3) Any personnel the contractor employs to work on FAA facilities and resources found to have a conviction history within nine (9) years prior to beginning performance under this contract shall be denied access to any FAA-controlled facility/resource. No access will be granted until the Government's background investigation is complete and a favorable determination made as a result of the adjudication process.

(c) Upon written request to the CO or his/her designated representative, the FAA may waive the screening requirements with respect to:

(1) a contractor employee that has had a FAA background investigation within the previous five years, with uninterrupted employment and performance on a FAA facility, and a record of acceptable behavior; or

(2) a contractor employee that has had a FAA background investigation within the previous 12 months, with interrupted employment and performance on a FAA facility, and a record of acceptable behavior.

(d) If in unusual circumstances the contractor finds it necessary to utilize a person that does not meet the requirements of paragraph (a), the FAA may at its sole discretion, grant a waiver to this clause. Contractor's request for waiver shall be in writing to the contracting officer, providing information about mitigating circumstances to the negative screening results, and explain why the person should have access to FAA facilities, resources or sensitive information. The FAA will grant or deny the waiver request in writing within 15 days following receipt. The decision to grant or deny the waiver is solely the FAA's, and is not subject to appeal or to the "Disputes" clause of this contract. The contractor understands that access suitability determinations by the responsible Security Servicing Element, although conclusive under this contract, derive legal standing independent of the contract.

(e) If the contractor fails to perform the required screening, or disregards the results of the screening, and subject personnel are found to be unacceptable as a result of FAA background investigation(s), the contractor shall be responsible for FAA's cost of subsequent FAA background investigation(s) of the replacement personnel. The cost of additional FAA background investigation(s) may be deducted from requests for payment under the contract.

(f) The Contractor shall retain all reports and related documentation pertaining to (a)(1) through (3) for the duration of this contract, and shall make them available for review by the contracting officer, or his/her designated representative, within 10 days of written request.

(g) Neither the time required to perform the screening, nor the impact of any personnel action(s) required as a consequence of the screening shall be considered an "excusable delay" as described in the "Default" clause of this contract.

(h) Notwithstanding the diligent effort of the contractor to provide qualified and acceptable personnel for performance of the contract, the CO may by written notice deny access to FAA facilities, resources, or sensitive information to those personnel who have been deemed incompetent, careless, dangerous, unsuitable or otherwise objectionable, former federal employees in violation of a post-employment restriction, or those whose continued presence on Government property is contrary to the public interest or inconsistent with

the interest of national security. The Contractor shall fill out, and cause each of its personnel on the contract to fill out for submission to the Government, such forms as may be necessary for security or other reasons relating to qualifications and suitability for contract work. Upon request of the CO, the Contractor's personnel shall be fingerprinted.

H.16 TEAMING/SUBCONTRACT ARRANGEMENTS

(a) As may be applicable, the term "Contractor Team Arrangements (Teaming)" means an arrangement in which--(1) Two or more companies form a partnership or joint venture to act as a potential prime contractor; or (2) A potential prime contractor agrees with one or more other companies to have them act as its subcontractor(s) under this contract. Under a teaming arrangement all labor charges from the prime and subcontractor(s) shall be considered and billed by the prime contractor at the labor categories and rates set forth under CLIN 2. Subcontract effort (see (b) below) resulting from CLINs 3 through 5 incurred by the teaming contractors will also be billed by the prime. *(NOTE: Should a teaming arrangement result, such an arrangement does not limit the rights of the FAA to--require consent to subcontracts (see AMS Clause 3.10.2-3); determine on the basis of the stated contractor team arrangement, the responsibility of the prime contractor; provide the prime contractor data rights owned or controlled by the FAA; and, hold the prime contractor fully responsible for contract performance, regardless of any team arrangement between the prime contractor and its subcontractor(s).)*

(b) "Subcontract" means, for purpose of this contract, subcontract effort required outside any teaming arrangement.

H.17 STAFFING/RESOURCE UTILIZATION

The contractor shall assure that persons employed on this contract possess the required skills and are assigned duties consistent with the job classifications for which they were employed. Any Department of Labor imposed fine, penalty, or upward salary adjustment resulting from the contractor's failure to properly utilize classified employees, shall be the contractor's responsibility and shall not be allowed for purposes of reimbursement under this contract.

H.18 NOTIFICATION OF CRIMINAL ACTIVITY BY CONTRACT EMPLOYEE (JUL 2001)

CLA.0069

Upon learning that contractor personnel with authorized access to FAA facilities/resources has been charged by a law enforcement agency for any criminal offense other than minor traffic offense, the contractor shall provide written notification within one workday to the Contracting Officer. The Contracting Officer (CO) shall then notify the FAA Servicing Security Element (SSE) AMC-700 at the Aeronautical Center in writing. A traffic offense will be considered minor when the maximum fine that could be imposed is \$300 or less. The contractor will be notified of the impact that the charge or results of the charge have on the contractor's affected personnel as soon as a determination is provided to the CO by the SSE.

H.19 QUALIFICATIONS OF EMPLOYEES (DEC 2002)

CLA.4552

The Contracting Officer will provide notice to the Contractor when any contractor employee is found to be unsuitable or otherwise objectionable, or

whose conduct appears contrary to the public interest, or inconsistent with the best interest of national security. The Contractor shall take appropriate action, including the removal of such employees from working on this FAA contract, at their own expense. The contractor agrees to insert terms that conform substantially to the language of this clause in all subcontracts under this contract.

H.20 SECURITY FORMS SUBMITTAL REQUIREMENTS (NOV 2003)

CLA.4545

(a) The contractor shall submit complete (meaning every blank filled in), accurate (to the best of their knowledge) and timely (within the time frame specified in the Clause entitled Security - Unescorted Access) security forms with the required transmittal letter to the appropriate Servicing Security Element (SSE). A copy of the transmittal letter shall also be provided to the Contracting Officer.

(b) The applicable security forms are located on the Internet at <http://amq.mmac.faa.gov/security.asp> except for the Fingerprint Charts (Form No. FD-258) and ID Card Applications (DOT Form 1681) which will be provided by the COTR after contract award.

(c) Any discrepancies/incomplete forms shall be returned to the contractor's Project Manager or in lieu thereof, to the Government's Contracting Officer's Technical Representative (COTR) for return to the contractor.

(d) Failure on the contractor's part to submit complete, accurate and timely information (in whole or in part) may be grounds for termination under the Default clause of this contract.

H.21 PREVENTION OF OTHER FORMS OF HARASSMENT (MAY 2002)

CLA.4551

(a) 'Harassment', as used in this clause, means any verbal, written, graphic, or physical form of harassment or other misconduct that creates or that may reasonably be expected to create an intimidating, hostile, or offensive work environment based on race, color, religion, gender, sexual orientation, national origin, age, or disability.

(b) It is FAA policy that harassment as defined in paragraph (a) above will not be tolerated or condoned in the FAA workplace. It is also FAA's intent to effectively address inappropriate conduct.

(c) The Contractor agrees to support this policy in performing work under this contract, and that harassment in any form will not be tolerated in the FAA workplace.

(d) If the Contractor, or a subcontractor of any tier, subcontracts any portion of the work under this contract, each such subcontract shall include this provision.

(e) The Contractor shall take whatever corrective action it deems necessary to promptly address harassment in the FAA workplace, or on an FAA site. The Contractor agrees to immediately provide the Contracting Officer all relevant information pertaining to any such conduct, and notify him/her of its planned action.

(f) The Contracting Officer may require the Contractor to remove employee(s) from the FAA worksite that the Contracting Officer deems to have engaged in harassment as defined in paragraph (a) above.

(g) Any FAA action under subsection (f) above does not relieve the Contractor of its liability or obligations under the Civil Rights Act of 1964, or any other applicable law or regulation.

H.22 SECURITY - UNESCORTED ACCESS ONLY (SEPTEMBER 2003)

CLA.4554

(a) Definitions.

(1) Access - In general the term "access" is defined as the ability to physically enter or pass through an FAA area or a facility; or having the physical ability or authority to obtain FAA sensitive information, materials or resources. In relation to classified information, the ability, authority or opportunity to obtain knowledge of such information or materials.

(2) Classified information - means official information or material that requires protection in the interest of national security and is classified for such purpose by appropriate classification authority in accordance with the provisions of Executive Order 12958, Classified National Security Information, in accordance with the provisions of Executive Order 12968, Access to Classified.

(3) Contractor employee as used for personnel security - any person employed as or by a contractor, subcontractor or consultant in support of the FAA.

(4) FAA Facility as it applies to personnel security - any manned or unmanned building, structure, warehouse, appendage, storage area, utilities, and components, which, when related by function and location form an operating entity owned, operated, or controlled by the FAA.

(5) Operating Office - a FAA line of business, an office or service in FAA headquarters, or a FAA division level organization in a region or center.

(6) Resources - FAA resources include a physical plant, information databases including hardware and software, as well as manual records pertaining to agency mission or personnel.

(7) Sensitive Information - any information which if subject to unauthorized access, modification, loss, or misuse could adversely affect the national interest, the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. Sensitive data also includes proprietary data.

(8) Servicing Security Element - the FAA headquarters, region, or center organizational element, which is responsible for providing security services to a particular activity.

(b) This clause applies to the extent that this contract requires contractor employees, subcontractors, or consultants to have access to FAA: (1) facilities, (2) sensitive information, and/or (3) resources regardless of the location where such access occurs, and none of the exceptions listed in FAA Order 1600.72, Chapter 4, paragraph 403g, 403i-1 and/or 409, pertain.

(c) Consistent with FAA Order 1600.72, the FAA Servicing Security Element (SSE) has approved designated risk levels for the following positions under the contract:

Position	Risk Level
Programmer (Level I)	1
Programmer (Levels II-III)	5
System Analyst & Programmer (Level I)	1
System Analyst & Programmer (Levels II-V)	5
Web Developer (Level I)	1
Web Developer (Levels II-III)	5
Web Technical Administrator	5
Database Administrator (Level I-II)	5

Database Administrator (Level III)	5
Database Administrator (Level III)	6
System Administrator (All Levels)	5
IT Security Specialist (Levels I-II)	5
IT Security Specialist (Level III)	6
IT Technical Specialist (All Levels)	5
IT Training Specialist	5
Project Manager	5
Help Desk Specialist (Level I)	1
Help Desk Specialist (Level II-III)	5
Office Automation Specialist (Level I)	1
Office Automation Specialist (Level II-III)	5
Office Automation Specialist (Level III)	6
Office Automation Specialist (Level IV)	5
Office Automation Specialist (Level IV)	6
Functional Analyst (All Levels)	5
Information Engineer (All Levels)	5
Computer Operator (Levels I-II)	1
Computer Operator (Levels III-IV)	5
Technical Typist	1
Technical Writer (All Levels)	5
Video Production Assistant	1
Telecommunications Specialist (Levels I-II)	1
Telecommunications Specialist (Levels III-VI)	5
Program Manager (Off-Site)	5
Alternate Program Manager (Off-Site)	5
Administrative Support (Off-Site)	1

(d) Not later than 30 days after contract award (or date of modification, if this provision is included by modification to an existing contract), for each employee in a listed position, provided, no previous background investigations can be supported as described below, the contractor shall submit the following documentation to the SSE for an employment suitability determination.

(1) Standard Form (SF) 85P, Questionnaire for Public Trust Positions, revised September 1995. The SF 85P shall be completed (all questions answered) in accordance with the instruction sheet.

(2) One single sheet fingerprint card (FD-258). The FAA SSE will provide information pertaining to the location of fingerprinting facilities. All fingerprint charts shall be written in ink or typewritten with all answerable question blocks completed, and shall be signed and dated within the 60-day period preceding the submission.

(3) The type of investigation conducted will be determined by the position risk level designation for all duties, functions, and/or tasks performed and shall serve as the basis for granting a favorable employment suitability authorization as described in FAA Order 1600.72. If an employee has had a previous background investigation completed by a federal Government entity, which meets the requirements of Chapter 4 of FAA Order 1600.72, it will be accepted by the FAA, however, the FAA reserves the right to conduct further investigations, if necessary. For each employee for whom a previous background investigation was completed the Contractor shall provide, in writing to the SSE, the name, date of birth, place of birth, and social security number of the employee, the name of the investigating entity and approximate date the previous background investigation was completed.

(4) The Contractor shall submit the required information with a transmittal letter referencing the contract number and this request to:

Mike Monroney Aeronautical Center Contracts:
Mgr., Investigations and Internal Security Branch, AMC-700
Federal Aviation Administration
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

(5) The transmittal letter shall also include a list of the names of employees and their positions for which completed forms were submitted to the SSE pursuant to this Clause. A copy of the transmittal letter shall also be provided to the Contracting Officer.

(e) The contractor shall submit the information required by Section (d) of this Clause for any new employee not listed in the Contractor's initial thirty (30) day submission who is hired into any position identified in Section (c) of this Clause.

(f) No contractor employee shall work in a high, moderate, or low risk position unless the SSE has received all forms necessary to conduct any required investigation and has authorized the contractor employee to begin work. However, if this provision is added by modification to an existing contract, contractor employees performing in the positions listed above may continue work on the contract pending:

- (1) the submittal of all necessary forms within 30 days, and
- (2) completion of a suitability investigation by the SSE, subject to the following conditions:

NONE

(3) If the necessary forms are not submitted by the Contractor to the SSE within 30 days of the effective date of the modification, the contractor employee shall be denied access to FAA facilities, sensitive information and/or resources until such time as the forms are submitted.

(g) As applicable, the Contractor shall submit semi-annual reports providing the following information to the Contracting Officer with a copy to the SSE and the Operating Office on or before the fifth day following each report period: **(Reference CDRL A003)** A complete listing by full name in alphabetical order with the social security number, of all contractor personnel who had access to an FAA facility, sensitive information and/or resources anytime during the report period (social security number shall be omitted from CO and Operating Office copies of report(s)).

(1) In addition to the above mentioned semi-annual report requirements, the Contractor shall submit to the SSE on or before the fifth day of each month, any employment changes made during the reporting period. **(Reference CDRL A004)** Examples of such changes are terminations (to include name, SSN, termination date), new hires (to include name, SSN, hire date), and name changes. All lists should be in alphabetical order and have the name of the Contractor and the contract number.

(h) The Contractor shall notify the CO within one (1) day after any employee identified pursuant to Section (c) of this Clause is terminated from performance on the contract.

(i) The Contracting Officer may also, after coordination with the SSE and other security specialists, require contractor employees to submit any other security information (including additional fingerprinting) deemed reasonably necessary to protect the interests of the FAA. In this event, the Contractor shall provide, or cause each of its employees to provide such security information to the SSE, and the same transmittal letter requirements of Section (d) of this Clause shall apply.

(j) Failure to submit information required by this clause within the time required may be determined by the Contracting Officer a material breach of the contract.

(k) If subsequent to the effective date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(l) The contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (l) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access and where the exceptions under Chapter 4, paragraph 403g, 403i-1, and 409 of FAA Order 1600.72 do not apply.

(m) All contractor personnel involved with the performance of this contract requiring access as defined by this clause, in performance of this contract, shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status. Copies of applicable documentation must be available to appropriate Federal Officials upon request.

(n) Aliens and foreign nationals proposed under this contract who have access to FAA sensitive information, facilities and/or resources must meet the following conditions in accordance with FAA Order 1600.72, chapter 4, paragraph 407: (1) must have resided within the United States for 3 consecutive years of the last 5 years unless a waiver of this requirement is requested and approved in accordance with the requirements stated in FAA Order 1600.72, chapter 4, paragraph 409(b)(3); (2) a risk or sensitivity level designation can be made for the position; and (3) the appropriate security screening can be adequately conducted.

**H.23 AGREEMENT TO PARTICIPATE IN ALTERNATIVE
DISPUTE RESOLUTION (APRIL 1998)**

CLA.4540

(a) The Federal Aviation Administration encourages direct communications and negotiations between the contractor and the contracting officer in an attempt to resolve contract disputes. In those situations where the parties are not able to achieve resolution at the contracting officer level, the agency favors the use of alternative dispute resolution (ADR) techniques to resolve disputes.

(b) The parties hereby agree that, prior to referring a contract dispute to the Office of Disputes Resolution as described in contract clause 3.9.1-1 "Contract Disputes", the parties will discuss whether they are willing to utilize ADR techniques such as mediation or nonbinding evaluation of the dispute by a neutral party. Upon receipt of a contract dispute from the contractor, the contracting officer will explore with the contractor whether the use of ADR techniques would be appropriate to resolve the dispute. Both parties must agree that the use of such techniques is appropriate, and agree to fairly share the associated expenses. If the parties do not mutually agree to utilize ADR to resolve the dispute, the dispute will be processed in accordance with the procedures set forth in clause 3.9.1-1.

**H.24 CONTRACT SHUTDOWN PROCEDURES PENDING
APPROPRIATIONS FOR NEW FISCAL YEAR (JAN 1997)**

CLA.1051

(a) In the event no continuing resolution or permanent appropriation is in place at the outset of the new fiscal year (FY), contractor employees are expected to report for their assigned duties the first workday of that new FY. Absent an appropriation, contract services that are determined by the Government to be non-essential will be shutdown as soon as practical. To implement the shutdown, the Contracting Officer may require the contractor to stop all, or any part, of the work called for under the contract pursuant to AMS clause 3.10.1-9, Stop-Work Order.

(b) This clause does not limit the Government's rights provided by AMS 3.10.6-4, Default, or AMS 3.10.6-1, Termination for Convenience of the Government, clause of the contract.

H.25 FAA FACILITY REGULATIONS (JUL 2001)

CLA.3402

Contractor personnel, including employees of subcontractors, suppliers, etc., working or visiting an FAA facility, shall abide by all appropriate traffic, parking, security, and airport regulations in effect at that facility.

**H.26 GOVERNMENT-ISSUED KEYS/IDENTIFICATION BADGES
AND VEHICLE DECALS (NOV 2003)**

CLA.3403

(a) It may become necessary for the Government to issue keys, identification (ID) cards or vehicle decals to contractor personnel. Prior to or upon completion or termination of the work required hereunder, the contractor shall return all such government issued items to the issuing office with notification to the Contracting Officer Technical Representative (COTR).

When contract personnel who have been issued such items, either directly by the Government or through the contract supervisor, no longer require them to perform the work, the Government issued items shall be returned to the Government within three workdays. Additionally, unauthorized duplication or use of such keys, ID cards or decals is a violation of security procedures and is prohibited.

(b) In the event such keys, ID cards, or vehicle decals are not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold \$200 for each key, ID card, or vehicle decal not returned. If the keys, ID cards, or vehicle decals are not returned within 30 days from the date the withholding action was initiated, the contractor will forfeit any amount so withheld.

(c) Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flight line identification card and, for vehicles, a current ramp permit issued pursuant to Part 107 of the Federal Aviation Regulations.

(d) The Government retains the right to inspect, inventory, or audit the ID cards, keys and vehicle decals issued to the contractor in connection with the contract at the convenience of the Government. Any items not accounted for to the satisfaction of the Government shall be assumed to be lost and the provisions of paragraph (b) shall apply.

(e) Keys shall be obtained from the COTR who will require the contractor to sign a receipt for each key obtained. Lost keys or identification media shall immediately be reported concurrently to the Contracting Officer (CO), COTR, the Internal Security and Investigations Division, AMC-700, and the Office of Facility Management, AMP-300.

(f) Each contract employee, during all times of on-site performance at the Mike Monroney Aeronautical Center, shall prominently display his/her current and valid identification card on the front portion of their body between the neck and waist.

(1) Prior to any contractor personnel obtaining any pass or ID, the contractor shall submit complete documentation required under Clause entitled Security - Unescorted Access Only.

(2) To obtain the ID contractor personnel shall submit an Identification Card/Credential Application, (DOT 1681), signed by the employee and authorized by the CO or the COTR. The DOT 1681 shall be submitted at the same time the personnel security investigation paperwork required by Clause entitled Security - Unescorted Access Only, is submitted. The DOT 1681 shall contain, as a minimum, under the "Credential Justification" heading, the name of the contractor/company, the contract number or the appropriate acquisition identification number, the expiration date of the contract or the task (whichever is sooner), and the required signatures. This paperwork shall be submitted to the Internal Security and Investigations Division, AMC-700 in the Headquarters Building, Rm. 321, by the contractor, in a sealed envelope, either hand-carried by the contractor or sent via U.S. Mail to: FAA, Internal Security and Investigations Division, AMC-700, P.O. Box 25082, Oklahoma City, OK 73125. The contractor will be notified when the DOT 1681 has been approved and is ready for processing by the Aeronautical Center guards in the Headquarters Building, Room 151. Arrangements for processing the Identification Cards, including photographs and lamination, can be made by contacting the Aeronautical Center security guards at 405-954-4620.

(3) The contractor is responsible for each ID card issued for their personnel. The project manager can receive ID cards by signing the back of the DOT Form 1681 for all new applicants. ID cards may be issued to the applicant upon receipt of a completed DOT Form 1681 that has been approved by AMC-700 and signed by the project manager and the applicant on the back of the form. Each DOT Form 1681 will be retained by the Government for accountability purposes.

(g) The contractor is responsible for ensuring final clearance is accomplished for all departing contract personnel. Final clearance will be accomplished by close of business the final workday of the contract employee or the next day under special conditions. Aeronautical Center Form AC 3370-2, Contract Employee Clearance Form will be completed by the contractor and copies will be distributed to the COTR, CO, and AMC-700 after completion.

H.27 SAFETY AND HEALTH (JUN 2002)

CLA.0090

(a) The Contractor shall assure that no person employed on this contract works in surroundings or under conditions that are unsanitary, hazardous, or dangerous to their health or safety. The contractor shall also ensure that all employees received appropriate and required safety, health, environmental, and equipment operational training. In fulfilling these requirements, the Contractor shall comply with:

(1) Department of Labor Safety and Health Standards for Construction under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq. and CFR 1960).

(2) Occupational Safety and Health Act of 1970, (Public Law 91-598 and 29 CFR 1960) and applicable rules and regulations as may have been delegated to the States.

(3) Supplemental FAA safety and health requirements contained in FAA Order 3900.19B and Order AC3900.21E, Chg 1, or elsewhere in the contract. Other standards used by FAA include the National Fire Codes, American National Standards Institute, American Society of Testing and Materials (ASTM), AC

3940.1C (Procedures for handling injury, illness, or fire at the Mike Monroney Aeronautical Center), etc. This list of standards or laws is not inclusive. Other safety and health FAA regulations can be found in the 3900 classification series entitled, "Employee Health and Safety." Other environmental FAA regulations can be found in the 1000 classification series entitled, "Administration, Management, and Policies -- General."

(b) If there are conflicts between any of the requirements referenced in this contract, the more stringent requirement will prevail.

(c) If the Contractor fails or refuses to promptly comply with any safety or health requirement, the Contracting Officer's Technical Representative (COTR) will notify the Contractor of any such noncompliance and the Contractor shall take immediate corrective action. Such notice, whether oral or written, when served on the Contractor or any of its employees at the site of the work, shall be deemed sufficient. If the Contractor fails or refuses to promptly correct the condition, the COTR may stop all or any portion of the work. When satisfactory corrective action has been taken, the contractor shall request permission to resume work from the COTR. No time extension or additional costs, resulting from the directive to stop work shall be allowed. Failure of the COTR to provide notice of noncompliance or to stop work shall not relieve the Contractor of its responsibility for the safe performance of the work.

(d) The Contractor shall require contract personnel to wear personal protective equipment when it is necessary because of the hazards on the job and in most instances will provide the equipment, except that which has been specified to be furnished by FAA. All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided to Government employees.

(e) Contractors shall include a clause in all subcontracts to require subcontractors to comply with this clause.

H.28 STRIKES OR PICKETING AFFECTING TIMELY COMPLETION OF THE CONTRACT WORK

Notwithstanding any other provision hereof, the Contractor is responsible for delays arising out of labor disputes, including but not limited to strikes, if such strikes are reasonably avoidable. A delay caused by a strike or by picketing which constitutes an unfair labor practice is not excusable unless the Contractor takes all reasonable and appropriate action to end such a strike or picketing, such as the filing of a charge with the National Labor Relations Board, the use of other available Government procedures, and the use of private boards or organizations for the settlement of disputes.

H.29 CONTRACTOR TESTIMONY

All requests for the testimony of the Contractor or its employees, and any intention to testify as an expert witness relating to: (a) any work required by, and/or performed under, this contract; or (b) any information provided by any party to assist the Contractor in the performance of this contract, shall be immediately reported to the Contracting Officer. Neither the Contractor nor its employees shall testify on a matter related to work performed or information provided under this contract, either voluntarily or pursuant to a request, in any judicial or administrative proceeding unless approved by the Contracting Officer or required by a judge in a final court order.

H.30 DISSEMINATION OF CONTRACT INFORMATION

The Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results

or conclusions made pursuant to the performance of this contract, without the prior written consent of the Contracting Officer. Two copies of any material proposed to be published or distributed shall be submitted to the Contracting Officer.

H.31 SAVE HARMLESS AND INDEMNITY AGREEMENT (JAN 1997)

CLA.3211

The contractor shall save and keep harmless and indemnify the Government against any and all liability, claims, and costs of whatsoever kind and nature of injury to or death of any person or persons and for loss or damage to any property (Government or otherwise) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this contract, resulting from the negligent acts, fault or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or any subcontractor.

H.32 LIABILITY INSURANCE (JAN 1997)(R)

CLA.3212

(a) Pursuant to AMS 3.4.1-12, Insurance, the insurance required of the contract during contract performance is:

(1) Workers' compensation and employer's liability as required by applicable Federal and Oklahoma State workers' compensation and occupational disease statutes. Employer's liability coverage shall be not less than \$100,000.

(2) General liability coverage written on the comprehensive form of policy providing limits of liability for bodily injury of not less than \$500,000 for each occurrence and property damage limits of liability of not less than \$100,000 for each accident.

(3) Automobile liability (applicable to vehicles used in connection with contract performance) written on the comprehensive form of policy providing coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

(b) The policy shall name "The United States of America, acting by and through the Federal Aviation Administration" as an additional insured with respect to operations performed under this contract.

(c) The policy shall include the following provision: "It is a condition of this policy that the insurer shall furnish written notice to the Federal Aviation Administration (certificate holder) 30 days in advance of any reduction in or cancellation of this policy."

(d) Certificate holder address:

FAA, NAS Contract Management Team (AMQ-240)
P. O. Box 25082
Oklahoma City, OK 73125

(e) At any time during contract performance and upon request of the Contracting Officer, the contractor shall provide a certified true copy of the liability policy and manually countersigned endorsements of any changes thereto.

H.33 PAY ADJUSTMENT FOR WORK PERFORMED OUTSIDE THE OKLAHOMA CITY, OK, AREA

(a) This contract will require support services in various localities throughout the United States in addition to the Oklahoma City, OK, area. Currently, the locations are Anchorage, AK; Sacramento, CA; Atlanta, GA; Battle Creek, MI; Atlantic City, NJ; and the Washington DC metropolitan area.

(b) To establish rates for other locations, an adjustment factor will be applied to the direct hourly negotiated rate for the Oklahoma City, OK, area. This factor will be the difference between the Office of Personnel Management (OPM) locality factor for the Oklahoma City, OK, area (Rest of United States) and the locality area where the skill category and level are established. In addition, a composite wrap factor (excluding G&A and profit) will be applied to calculate a hourly composite rate for the skill category and level established. **NOTE:** G&A and profit will be applied in accordance with CLIN 6 of Schedule B. This process will be applicable to Exempt (Non-Service Contract Act (SCA)) skill categories.

(c) These rates will be subject to annual locality pay adjustments. These adjustments will be applied to the direct labor portion of the hourly composite rate as adjusted for the locality factor percentage increase from the previous year to the current year as published by OPM annually for the area in which the skill category and level is established.

(d) If the locality adjustment is insufficient to attract the expertise required to perform on this contract, an hourly composite rate will be negotiated for each skill category and level required. The contractor will be required to submit a proposed hourly composite rate with adequate supporting documentation including any necessary cost and pricing data to justify negotiating a rate for that locality.

PART II - SECTION I - CONTRACT CLAUSES

3.2.2.3-39 Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications (June 1999)

Exceptions from cost or pricing data.

(a) In lieu of submitting cost or pricing data for modifications under this contract, for price adjustments on the date of the agreement on price or date of the award, whichever is later, the Contractor may submit a written request for exception by submitting the information described in the following paragraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable-

(1) Information relative to an exception granted for prior or repetitive acquisitions.

(2) Catalog price information as follows:

(i) Attach a copy of or identify the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which this proposal is being made.

(ii) Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, and reseller.

(iii) Additionally, for each catalog item that exceeds \$25,000, provide evidence of substantial sales to the general public. This may include sales order, contract, shipment, invoice, actual recorded sales or other records that are verifiable. In addition, if the basis of the price proposal is sales of essentially the same commercial item by affiliates, other manufacturers or vendors, those sales may be included. The offeror shall explain the basis of each offered price and its relationship to the established catalog price. When substantial general public sales have also been made at prices other than catalog or price list prices, the offeror

shall indicate how the proposed price relates to the price of such recent sales in quantities similar to the proposed quantities.

(3) Market price information. Include the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. The nature of the market should be described. The supply or service being purchased should be the same as or similar to the market price supply or service. Data supporting substantial sales to the general public is also required.

(4) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(5) Information on modifications of contracts or subcontracts for commercial items.

(i) If (1) The original contract or subcontract was granted an exception from cost or pricing data requirements because the price agreed upon was based on adequate price competition, catalog or market prices of commercial items, or prices set by law or regulation; and (2) the modification (to the contract or subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or subcontract from a contract or subcontract for the acquisition of a commercial item to a contract or subcontract for the acquisition of an item other than a commercial item.

(ii) For a commercial items, the Contractor may provide information on prices at which the same item or similar items have been sold in the commercial market.

(b) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. Access does not extend to cost or price information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(c) By submitting information to qualify for an exception, an offeror is not representing that this is the only exception that may apply.

(d) Requirements for cost or pricing data. If the Contractor is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The Contractor shall submit cost or pricing data as specified in the Appendix to Toolbox Guidance Section T.3.2.3, "Cost and Pricing Methodology".

(2) As soon as practicable after agreement on price, but before award (except for unpriced actions), the Contractor shall submit a Certificate of Current Cost or Pricing Data as described in the Appendix to Toolbox Guidance Section 3.2.3, "Cost and Price Methodology".

3.2.2.3-75 Requests for Contract Information (April 2002)

Any contract resulting from this SIR will be considered a public document, subject to release under the Freedom of Information Act (FOIA), 5 U.S.C. Section 552. Unless covered by an exemption described in the Act, all information contained in the contract, including unit price, hourly rates and their extensions, may be released to the public upon request. Offerors are therefore urged to mark any sensitive documents submitted as a result of this Screening Information Request SIR that may be deemed as trade secrets, proprietary information, or privileged or confidential financial information.

3.2.4-16 Ordering (October 1996)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued during the effective period of the contract stated in the Schedule.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

3.2.4-17 Order Limitations (October 1996) (R)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$500**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor-

(1) Any order for a combination of items in excess of **\$10,000,000**; or

(c) If this is a requirements contract, the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3.2.4-20 Indefinite-Quantity (July 1996)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the "Ordering" clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the maximum. The Government shall order at least the quantity of supplies or services designated in the Schedule as the minimum.

(c) Except for any limitations on quantities in the "Order Limitations" clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the date established for expiration of the final contract term.

3.2.4-34 Option to Extend Services (April 1996)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

3.2.4-35 Option to Extend the Term of the Contract (April 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor within the present term of the contract; provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years (exclusive of any transition period).

3.3.1-11 Availability of Funds for the Next Fiscal Year (April 1996)

Funds are not presently available for performance under this contract beyond the current fiscal year. The FAA 's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise for performance under this contract beyond the current fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

3.6.1-4 Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran Owned Small Business Subcontracting Plan (September 2001)

(a) This clause does not apply to small business concerns.

(b) Definitions:

(1) Commercial product, as used in this clause, means a product in regular production that is sold in substantial quantities to the general public and/or industry at established catalog or market prices. It also means a product which, in the opinion of the Contracting Officer, differs only insignificantly from the Contractor's commercial product.

(2) Subcontract, as used in this clause, means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.

(3) The terms "small disadvantaged business and small business concern owned and controlled by socially and economically disadvantaged individuals" shall mean a small business concern:

(i) Which is at least 51 percent unconditionally owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business at least 51 percentum of the stock of which is

unconditionally owned by one or more socially and economically disadvantaged individuals; and

(ii) Whose management and daily business operations are controlled by one or more of such individuals.

(iii) This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one of these entities which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization. The Contractor shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans and other minorities, or any other individual found to be disadvantaged by the FAA. The contractor shall presume that socially and economically disadvantaged entities also include Indian Tribes and Native Hawaiian Organizations.

(4) The term "small business concern owned and controlled by women" shall mean a small business concern:

(i) Which is at least 51 percent owned by one or more women or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(ii) Whose management and daily business operations are controlled by one or more women.

(5) The term "service disabled veteran owned small business concern" shall mean a small business that is 51 percent owned and controlled by a service disabled veteran(s).

(c) The offeror, upon request by the Contracting Officer, shall submit and negotiate a subcontracting plan, where applicable, which separately addresses subcontracting with small business concerns, with small disadvantaged business concerns, with women-owned small business concerns, and with service-disabled veteran owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business concerns, small disadvantaged business concerns, women-owned small business concerns and service-disabled veteran owned small business concerns with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract.

(d) The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business concerns, small disadvantaged business concerns, women-owned small business concerns, and service-disabled veteran owned small business concerns as subcontractors. The offeror shall include all subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs.

(2) A statement of-

(i) Total dollars planned to be subcontracted;

(ii) Total dollars planned to be subcontracted to small business concerns;

(iii) Total dollars planned to be subcontracted to small disadvantaged business concerns;

(iv) Total dollars planned to be subcontracted to women-owned small business concerns: and

(v) Total dollars planned to be subcontracted to service-disabled veteran owned small business concerns.

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to

- (i) small business concerns,
- (ii) small disadvantaged business concerns,
- (iii) women-owned small business concerns and
- (iv) service-disabled veteran owned small business concerns.

(4) A description of the method used to develop the subcontracting goals in paragraph (d)(1) of this clause.

(5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Procurement Automated Source System (PASS) of the Small Business Administration, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, small disadvantaged and women-owned small business concerns trade associations). A firm may rely on the information contained in PASS as an accurate representation of a concern's size and ownership characteristics for purposes of maintaining a small business source list. A firm may rely on PASS as its small business source list. Use of the PASS as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, publicizing subcontracting opportunities) in this clause.

(6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with

- (i) small business concerns,
- (ii) small disadvantaged business concerns,
- (iii) women-owned small business concerns and
- (iv) service-disabled veteran owned small business concerns.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

(8) A description of the efforts the offeror will make to assure that small, small disadvantaged, women-owned, service-disabled veteran owned small business concerns have an equitable opportunity to compete for subcontracts.

(9) Assurances that the offeror will include the clause in this contract titled ``Utilization of Small, Small Disadvantaged, Women-Owned, and Service-Disabled Veteran Owned Small Business Concerns'' in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) who receive subcontracts in excess of \$5,000,000 (\$1,000,000 for construction of any public facility) to adopt a plan similar to the plan agreed to by the offeror.

(10) Assurances that the offeror will:

(i) Cooperate in any studies or surveys as may be required,
(ii) Submit periodic reports in order to allow the Government to determine the extent of compliance by the offeror with the subcontracting plan,

(iii) Submit Subcontracting Reports for Individual Contracts in electronic format (MS Excel File Size 4KB) via FAA web site located at <http://www.faa.gov/sbo> ("Subcontracting Report for Individual Contracts") to the contracting officer and to Fred.Dendy@faa.gov (include electronic signature on Page 2 of the report). Additionally, these reports shall be

submitted in accordance with the instructions contained at FAA web site <http://www.faa.gov/sbo>, Instructions for Completing the Subcontracting Report for Individual Contracts. Submit SF 295, Summary Subcontract Report, in accordance with the instructions on the SF 295; and

(iv) Ensure that its subcontractors agree to submit Subcontracting Reports for Individual Contracts and Standard Form 295.

(11) A recitation of the types of records the offeror will maintain to demonstrate procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of its efforts to locate small, small disadvantaged, women-owned, and service-disabled veteran owned small business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists (e.g., PASS), guides, and other data that identify small, small disadvantaged, women-owned and service-disabled veteran owned small business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small, small disadvantaged women-owned, or service-disabled veteran owned small business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating

(A) Whether small business concerns were solicited and if not, why not,

(B) Whether small disadvantaged business concerns were solicited and if not, why not,

(C) Whether women-owned small business concerns were solicited and if not, why not,

(D) Whether service-disabled veteran owned small business concerns were solicited and if not, why not, and

(E) If applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact the following:

(A) Trade associations,

(B) Business development organizations, and

(C) Conferences and trade fairs to locate small, small disadvantaged, women-owned, and service-disabled small business sources.

(v) Records of internal guidance and encouragement provided to buyers through

(A) Workshops, seminars, training, etc., and

(B) Monitoring performance to evaluate compliance with the program's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having company or division-wide annual plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small, small disadvantaged, women-owned, and service-disabled veteran owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the contractor's lists of potential small, small disadvantaged, women-owned, and service-disabled veteran owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small, small disadvantaged, women-owned, and service-disabled veteran owned small business concerns in all ``make-or-buy'' decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small, small disadvantaged, women-owned, and service-disabled veteran owned small business concerns,.

(4) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, small disadvantaged, women-owned or service-disabled veteran owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

(f) A master subcontracting plan on a plant or division-wide basis which contains all the elements required by (d) above, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided:

(1) The master plan has been approved,

(2) The offeror provides copies of the approved master plan and evidence of its approval to the Contracting Officer, and

(3) Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

(g) (1) If a commercial product is offered, the subcontracting plan required by this clause may relate to the offeror's production generally, for both commercial and noncommercial products, rather than solely to the Government contract. In these cases, the offeror shall, with the concurrence of the Contracting Officer, submit one company-wide or division-wide annual plan.

(2) The annual plan shall be reviewed for approval by the agency awarding the offeror its first prime contract requiring a subcontracting plan during the fiscal year, or by an agency satisfactory to the Contracting Officer.

(3) The approved plan shall remain in effect during the offeror's fiscal year for all of the offeror's commercial products.

(h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(i) The failure of the Contractor or subcontractor to comply in good faith with (1) the clause of this contract titled "Utilization Of Small, Small Disadvantaged, Women-Owned, and Service-Disabled Veteran Owned Small Business Concerns," or (2) an approved plan required by this clause, shall be a material breach of the contract.

3.6.1-9 Mentor Protege Program (January 1999)

(a) Large and small businesses are encouraged to participate in the FAA pilot Mentor-Protégé program for the purpose of providing developmental assistance to eligible protégé entities to enhance their capabilities and increase their participation in FAA contracts.

(b) The pilot program consists of:

(1) Mentor firms, which are large prime contractors or eligible small businesses capable of providing developmental assistance;

(2) Protégé firms, which include socially and economically disadvantaged businesses, historically black colleges and universities, minority educational institutions, and woman-owned small businesses; and

(3) Mentor-Protégé agreements, approved by the FAA Team (Office of Small and Disadvantaged Business Utilization -(OSDBU) and Integrated Product Team/Product Team);

(c) Mentor participation in the program means providing technical, managerial, and financing assistance to aid protégés in developing requisite high-tech expertise and business systems to compete for and successfully perform FAA contracts and subcontracts.

(d) Contractors interested in participating in the pilot program are encouraged to contact the FAA OSDBU, (202) 267-8881 or (202) 267-7454, for further information.

3.6.1-11 Mentor Requirements and Evaluation (January 1999)

(a) The purpose of the FAA Mentor-Protégé Program is for a FAA prime contractor to provide developmental assistance to qualifying eligible protégés include Historically Black Colleges and Universities, Minority Institutions, Small Socially and Economically Disadvantaged Business concerns including women-owned small businesses, as those terms are defined herein.

(b) Performance Evaluation Process. The FAA will evaluate the contractor's performance through the performance evaluation process (PEP). The PEP will consider the following:

(1) Specific actions taken by the contractor, during the evaluation period, to increase the participation of protégés as suppliers to the Federal Government;

(2) Specific actions taken by the contractor, during the evaluation period, to develop the technical and corporate administrative expertise of a protégé as defined in the agreement;

(3) To what extent the protégé has met the developmental objectives in the agreement; and

(4) To what extent the mentor-firm's participation in the Mentor-Protégé Program resulted in the protégé's receiving competitive contract(s) and subcontract(s) from private firms and agencies other than the FAA.

(c) Semi-annual reports shall be submitted by the mentor to the FAA Mentor-Protégé Program Manager in OSDBU.

(d) The mentor shall notify the OSDBU and the Integrated Product Team/Product Team, in writing, at least 30 days in advance of the mentor-firm's intent to voluntarily withdraw from the program or upon receipt of a protégé's notice to withdraw from the Program.

(e) Mentor- and protégé-firms shall submit a "lessons learned" evaluation to the FAA's OSDBU at the conclusion of the pilot program period or the conclusion of their efforts whichever comes first. At the conclusion of each year in the mentor-protégé program, the prime contractor and protégé, as appropriate, will formally brief the FAA Mentor-Protégé Program Manager, the technical program manager, and the contracting officer during the formal program review regarding program accomplishments as pertains to the approved agreement.

(f) FAA may terminate Mentor-Protégé agreements and exclude mentor or protégé-firms from participating in the FAA program if FAA determines that such actions are in FAA's best interest. These actions shall be approved by the FAA Team. FAA will terminate an agreement by delivering to the contractor a notice specifying the reason for termination and the effective date. Termination of an agreement does not constitute a termination of the subcontract between the mentor and the protégé. A plan for accomplishing the subcontract effort, should the agreement be terminated, shall be submitted with the agreement.

3.6.2-29 Statement of Equivalent Rates for Federal Hires (April 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies

the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. This Statement is for Information Only: It Is Not a Wage Determination

Employee class	Monetary Wage-Fringe Benefits
Programmer, Level III, G-Tech	\$23.85
Programmer, Level II, G-Tech	\$23.08
Programmer, Level I, G-Tech	\$23.08
System Analyst/Programmer, Level V, I-Tech	\$32.90
System Analyst/Programmer, Level IV, H-Tech	\$30.43
System Analyst/Programmer, Level III, H-Tech	\$29.51
System Analyst/Programmer, Level II, H-Tech	\$28.59
System Analyst/Programmer, Level I, H-Tech	\$27.67
Web Developer, Level III, I-Tech	\$32.90
Web Developer, Level II, H-Tech	\$27.67
Web Developer, Level I, G-Tech	\$23.08
Web Technical Administrator, I-Tech	\$32.90
Data Base Administrator, Level III, I-Tech	\$32.90
Data Base Administrator, Level II, H-Tech	\$28.59
Data Base Administrator, Level I, G-Tech	\$23.08
System Administrator, Level IV, J-Tech	\$38.88
System Administrator, Level III, I-Tech	\$32.90
System Administrator, Level II, H-Tech	\$28.59
System Administrator, Level I, G-Tech	\$23.08
IT Security Specialist, Level III, I-Tech	\$32.90
IT Security Specialist, Level II, H-Tech	\$27.67
IT Security Specialist, Level I, G-Tech	\$23.85
IT Technical Specialist, Level III, J-Tech	\$38.88
IT Technical Specialist, Level II, I-Tech	\$32.90
IT Technical Specialist, Level I, I-Tech	\$32.90
IT Training Specialist, I-Prof	\$32.90
Project Manager, I-Prof	\$32.90
Help Desk Specialist, Level III, G-Tech	\$23.08
Help Desk Specialist, Level II, F-Tech	\$19.08
Help Desk Specialist, Level I, E-Tech	\$15.59
Office Automation Specialist, Level IV, I-Tech	\$32.90
Office Automation Specialist, Level III, H-Tech	\$28.59
Office Automation Specialist, Level II, H-Tech	\$27.67
Office Automation Specialist, Level I, G-Tech	\$23.08
Functional Analyst, Level IV, J-Tech	\$38.88
Functional Analyst, Level III, I-Tech	\$32.90
Functional Analyst, Level I-II, H-Tech	\$28.59
Information Engineer, Level IV, K-Tech	\$45.73
Information Engineer, Level III, J-Tech	\$38.88
Information Engineer, Level II, I-Tech	\$32.90
Information Engineer, Level I, I-Tech	\$32.90
Computer Operator, Level IV, G-Tech	\$23.85
Computer Operator, Level III, G-Tech	\$23.08
Computer Operator, Level II, F-Tech	\$19.08
Computer Operator, Level I, E-Tech	\$15.50
Technical Typist, Level I, E-Tech	\$15.59
Technical Writer, Level II, H-Prof	\$27.67
Technical Writer, Level I, G-Prof	\$23.85
Video Production Assistant, G-ParaProf	\$23.85

Telecommunications Specialist, Level VI, I-Tech	\$32.90
Telecommunications Specialist, Level V, H-Tech	\$30.43
Telecommunications Specialist, Level IV, H-Tech	\$30.43
Telecommunications Specialist, Level III, G-Tech	\$23.08
Telecommunications Specialist, Level II, G-Tech	\$23.85
Telecommunications Specialist, Level I, F-Tech	\$19.08

3.8.2-11 Continuity of Services (April 1996) (R)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 30 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct onsite interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a prorata portion of the fee (profit) under this contract.

3.8.2-17 Key Personnel and Facilities (July 1996)

(a) The personnel and/or facilities as specified below are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract.

(b) Prior to removing, replacing, or diverting any of the specified personnel and/or facilities, the Contractor shall notify in writing, and receive consent from, the Contracting Officer reasonably in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(c) No diversion shall be made by the Contractor without the written consent of the Contracting Officer.

(d) The key personnel and/or facilities under this contract are:

[List Program Manager and Alternate Program Manager]

3.9.1-1 Contract Disputes (November 2002)

(a) All contract disputes arising under or related to this contract shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A contractor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) The filing of a contract dispute with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A contract dispute is considered to be filed on the date it is received by the ODRA.

(c) Contract disputes are to be in writing and shall contain:

(1) The contractor's name, address, telephone and fax numbers and the name, address, telephone and fax numbers of the contractor's legal representative(s) (if any) for the contract dispute;

(2) The contract number and the name of the Contracting Officer;

(3) A detailed chronological statement of the facts and of the legal grounds for the contractor's positions regarding each element or count of the contract dispute (i.e., broken down by individual claim item), citing to relevant contract provisions and documents and attaching copies of those provisions and documents;

(4) All information establishing that the contract dispute was timely filed;

(5) A request for a specific remedy, and if a monetary remedy is requested, a sum certain must be specified and pertinent cost information and documentation (e.g., invoices and cancelled checks) attached, broken down by individual claim item and summarized; and

(6) The signature of a duly authorized representative of the initiating party.

(d) Contract disputes shall be filed at the following address:

(1) Office of Dispute Resolution for Acquisition, AGC-70,
Federal Aviation Administration,
800 Independence Ave, S.W., Room 323,
Washington, DC 20591,

Telephone: (202) 267-3290,

Facsimile: (202) 267-3720; or

(2) other address as specified in 14 CFR Part 17.

(e) A contract dispute against the FAA shall be filed with the ODRA within two (2) years of the accrual of the contract claim involved. A contract dispute by the FAA against a contractor (excluding contract disputes alleging warranty issues, fraud or latent defects) likewise shall be filed within two (2) years after the accrual of the contract claim. If an underlying contract entered into prior to the effective date of this part provides for time limitations for filing of contract disputes with the ODRA which differ from the aforesaid two (2) year period, the limitation periods in the contract shall control over the limitation period of this section. In no event will either party be permitted to file with the ODRA a contract dispute seeking an equitable adjustment or other damages after the contractor has accepted final contract payment, with the exception of FAA claims related to warranty issues, gross mistakes amounting to fraud or latent defects. FAA claims against the contractor based on warranty issues must be filed within

the time specified under applicable contract warranty provisions. Any FAA claims against the contractor based on gross mistakes amounting to fraud or latent defects shall be filed with the ODRA within two (2) years of the date on which the FAA knew or should have known of the presence of the fraud or latent defect.

(f) A party shall serve a copy of the contract dispute upon the other party, by means reasonably calculated to be received on the same day as the filing is to be received by the ODRA.

(g) After filing the contract dispute, the contractor should seek informal resolution with the Contracting Officer.

(h) The FAA requires continued performance with respect to contract disputes arising under this contract, in accordance with the provisions of the contract, pending a final FAA decision.

(i) The FAA will pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the contract dispute, or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on contract disputes shall be paid at the rate fixed by the Secretary of the Treasury that is applicable on the date the Contracting Officer receives the contract dispute and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary until payment is made.

(j) Additional information and guidance about the ODRA dispute resolution process for contract disputes can be found on the ODRA Website at <http://www.faa.gov>.

3.9.1-2 Protest After Award (August 1997)

(a) Upon receipt of a notice that a protest has been filed with the FAA Office of Dispute Resolution, or a determination that a protest is likely, the Administrator or his designee may instruct the Contracting Officer) to direct the Contractor to stop performance of the work called for by this contract. The order to the Contractor shall be in writing, and shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision or other resolution of the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) For other than cost-reimbursement contracts, terminate the work covered by the order as provided in the "Default" or the "Termination for Convenience of the Government" clause(s) of this contract; or

(3) For cost-reimbursement contracts, terminate the work covered by the order as provided in the "Termination" clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after the final resolution of the protest, the Contractor shall resume work. The Contracting Officer shall make for other than cost-reimbursement contracts, an equitable adjustment in the delivery schedule or contract price, or both; and for cost-reimbursement contracts, an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected; and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the

Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

3.10.1-22 Contracting Officer's Technical Representative (July 1996)

(a) The Contracting Officer may designate other Government personnel (known as the Contracting Officer's Technical Representative) to act as his or her authorized representative for contract administration functions which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the Contracting Officer, and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract.

(b) The Contractor shall immediately contact the Contracting Officer if there is any question regarding the authority of an individual to act on behalf of the Contracting Officer under this contract.

3.10.2-1 Subcontracts (Fixed-Price Contracts) (April 1996)

(a) This clause does not apply to firm-fixed-price contracts and fixed-price contracts with economic price adjustment. However, it does apply to subcontracts resulting from unpriced modifications to such contracts.

(b) Subcontract, as used in this clause, includes but is not limited to purchase orders, and changes and modifications to purchase orders. The Contractor shall notify the Contracting Officer reasonably in advance of entering into any subcontract if the Contractor does not have an approved purchasing system and if the subcontract:

(1) Is proposed to exceed \$100,000; or

(2) Is one of a number of subcontracts with a single subcontractor, under this contract, for the same or related supplies or services, that in the aggregate are expected to exceed \$100,000.

(c) The advance notification required by paragraph (b) above shall include-

(1) A description of the supplies or services to be subcontracted;

(2) Identification of the type of subcontract to be used;

(3) Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected, including the competition obtained;

(4) The proposed subcontract price and the Contractor's cost or price analysis;

(5) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions;

(6) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract; and

(7) A negotiation memorandum reflecting-

(i) The principal elements of the subcontract price negotiations;

(ii) The most significant considerations controlling establishment of initial or revised prices;

(iii) The reason cost or pricing data were or were not required;

(iv) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;

(v) The extent, if any, to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and subcontractor; and the effect of any such defective data on the total price negotiated;

(vi) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(vii) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(d) The Contractor shall obtain the Contracting Officer's written consent before placing any subcontract for which advance notification is required under paragraph (b) above. However, the Contracting Officer may ratify in writing any such subcontract. Ratification shall constitute the consent of the Contracting Officer.

(e) Even if the Contractor's purchasing system has been approved, the Contractor shall obtain the Contracting Officer's written consent before placing subcontracts identified below:

All subcontracts in excess of \$500,000

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination:

(1) of the acceptability of any subcontract terms or conditions,

(2) of the acceptability of any subcontract price or of any amount paid under any subcontract, or

(3) to relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis.

(h) The Government reserves the right to review the Contractor's purchasing system.

3.14-1 Security Requirements-Classified Contracts (July 2002)

(a) This clause applies to the extent that this contract involves access to information that is classified as "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with the requirements in (1) the Contract Security Classification Specification (DD Form 254) included in the current edition of the National Industrial Security Operating Manual (DOD 5220.22-M) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service. If the Contractor has access to classified information at an FAA owned or FAA leased facility, it shall comply with the security requirements of the FAA.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph d) but excluding any reference to the "Changes" clause of this contract, in all subcontracts under this contract that involve access to classified information.

3.1-1 Clauses and Provisions Incorporated by Reference (September 2002)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

3.1.8-1 Cancellation, Recission, and Recovery of Funds for Illegal or Improper Activity (September 2000)

3.1.8-2 Price or Fee Adjustment for Illegal or Improper Activity (September 2000)

3.2.2.3-30 Termination of Defined Benefit Pension Plans (April 1996)

3.2.2.3-32 Waiver of Facilities Capital Cost of Money (April 1996)

3.2.2.3-33 Order of Precedence (January 1999)

3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (April 1996)

3.2.5-1 Officials Not to Benefit (April 1996)

3.2.5-3 Gratuities or Gifts (January 1999)

3.2.5-4 Contingent Fees (October 1996)

3.2.5-5 Anti-Kickback Procedures (October 1996)

3.2.5-6 Restrictions on Subcontractor Sales to the FAA (April 1996)

3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996)

3.3.1-1 Payments (April 1996) (CLINS 1 and 5)

3.3.1-5 Payments under Time-and-Materials and Labor-Hour Contracts (April 2001)

3.3.1-6 Discounts for Prompt Payment (April 1996)

3.3.1-7 Limitation on Withholding of Payments (April 1996)

3.3.1-9 Interest (April 1996)

3.3.1-10 Availability of Funds (April 1996)

3.3.1-15 Assignment of Claims (April 1996)

3.3.1-17 Prompt Payment (January 2003)

3.3.1-25 Mandatory Information for Electronic Funds Transfer (EFT) Payment - Central Contractor Registration (CCR) (June 2001)

3.3.2-1 FAA Cost Principles (October 1996)

3.4.1-12 Insurance (July 1996)

3.4.2-6 Taxes--Contracts Performed in U.S. Possessions or Puerto Rico (October 1996)

3.4.2-8 Federal, State, and Local Taxes--Fixed Price Contract (April 1996)

3.5-2 Notice and Assistance Regarding Patent and Copyright Infringement (April 1996)

3.5-3 Patent Indemnity (April 1996)

3.5-13 Rights in Data--General (October 1996)

3.6.1-3 Utilization of Small, Small Disadvantaged, Women-Owned, and Service-Disabled Veteran Owned Small Business Concerns (September 2001)

3.6.1-6 Liquidated Damages--Subcontracting Plan (September 2001)

3.6.2-2 Convict Labor (April 1996)

- 3.6.2-9 **Equal Opportunity** (August 1998)
- 3.6.2-10 **Equal Opportunity Preaward Clearance of Subcontracts** (November 1997)
- 3.6.2-12 **Affirmative Action for Special Disabled and Vietnam Era Veterans** (January 1998)
- 3.6.2-13 **Affirmative Action for Workers With Disabilities** (April 2000)
- 3.6.2-14 **Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era** (January 1998)
- 3.6.2-16 **Notice to the Government of Labor Disputes** (April 1996)
- 3.6.2-28 **Service Contract Act of 1965, as Amended** (April 1996)
- 3.6.2-30 **Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts)** (April 1996)
- 3.6.3-2 **Clean Air and Clean Water** (April 1996)
- 3.6.3-16 **Drug Free Workplace** (January 2004)
- 3.6.4-10 **Restrictions on Certain Foreign Purchases** (April 1996)
- 3.6.5-1 **Utilization of Indian Organizations and Indian Owned Economic Enterprises** (January 1999)
- 3.7-1 **Privacy Act Notification** (October 1996)
- 3.7-2 **Privacy Act** (October 1996)
- 3.8.2-10 **Protection of Government Buildings, Equipment, and Vegetation** (April 1996)
- 3.10.1-7 **Bankruptcy** (April 1996)
- 3.10.1-12 **Changes--Fixed-Price** (April 1996)
- 3.10.1-12 **Changes--Fixed-Price (Alternate I)** (April 1996) (CLINS 1 and 5)
- 3.10.1-14 **Changes--Time and Materials or Labor Hours** (April 1996) (CLINS 2, 3 and 5)
- 3.10.1-25 **Novation and Change-Of-Name Agreements** (January 2003)
- 3.10.2-3 **Subcontracts (Time-and-Materials and Labor-Hour Contracts)** (April 1996)
- 3.10.2-5 **Competition in Subcontracting** (January 1998)
- 3.10.3-1 **Definitions** (April 2004)
- 3.10.3-2 **Government Property-Basic Clause** (April 2004)
- 3.10.3-2/alt2 **Government Property-Basic Clause** (April 2004)
- 3.10.4-19 **Government Industry Data Exchange Program (GIDEP)** (January 2002)
- 3.10.5-1 **Product Improvement/Technology Enhancement** (April 1996)
- 3.10.6-1 **Termination for Convenience of the Government (Fixed Price)** (October 1996)
- 3.10.6-3 **Termination (Cost-Reimbursement)** (October 1996)
- 3.10.6-3/alt4 **Termination (Cost-Reimbursement) Alternate IV** (October 1996)
- 3.10.6-4 **Default (Fixed-Price Supply and Service)** (October 1996)
- 3.10.6-7 **Excusable Delays** (October 1996)
- 3.13-10 **Contractor Attendance at FAA Sponsored Training** (January 2003)
- 3.14-5 **Sensitive Unclassified Information (SUI)** (April 2003)

PART III - SECTION J - LIST OF ATTACHMENTS

<u>ATTACHMENT</u>	<u>TITLE</u>	<u>DATE</u>	<u>NO. OF PAGES</u>
1	Performance Work Statement (PWS) Information Technology (IT) Support Services for the Mike Monroney Aeronautical Center	6/9/04	50
2	Negotiated Direct Hourly Labor Rates	Undated	2
3	Dept of Defense Contract Security Classification Specification (DD Form 254)	Undated	2
4	U.S. Dept of Labor Wage Determination No. 1994-2432 (Revision No. 17)	7/09/04	8
5	Screening Standards-Contractor	N/A	1
6	Adjudicative Standards: Issues	N/A	1
7	Contract Data Requirements List (CDRL) A001-A009	N/A	10
8	GFE List	3/9/04	2
9	Skill Category Designation (Exempt/Nonexempt)	N/A	2

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

SECTION 1 – GENERAL

1.1 GENERAL INFORMATION

1.1.1 Introduction. The Mike Monroney Aeronautical Center (MMAC) is a diverse campus, representing three of the six lines of business in the Federal Aviation Administration (FAA). The MMAC plays an integral role in supporting aviation safety and contributes to the FAA’s mission by providing world class Information Technology (IT) and related services to the FAA, DOT and other Federal agencies. The types of services provided include System Development and Integration, System Management and Hosting, Telecommunications, Information System Security, Information Media, Office Automation, Project Management and IT Training and are defined in Section 5.1.3 of the Performance Work Statement (PWS). A broad range of systems as described in Section 2.2 of the PWS is supported by this contract.

1.1.2 Background. The contract was established to provide IT and related support services for all organizations at the MMAC and is managed by the Office of Information Technology (AMI). Some of the organizations that utilize this contract are AMI, Office of Enterprise Systems (AME), Regulatory Support (AFS-600), Civil Aviation Registry (AFS-700), FAA Logistics Center (AML), Aviation System Standards (AVN), Regulation and Certification (AVR) and the Transportation Safety Institute (DTI). To date, approximately 200 task orders have been issued to the contractor. Currently, there are 290 contractor employees working on this contract.

1.1.3 Scope of Work. The contractor shall effectively administer, manage, and perform the duties and responsibilities as defined in this PWS. The contractor shall be responsible for providing program management and for assuming a partnership role with the Government in providing technical solutions and in securing and retaining business. Contractor personnel will be performing work as required to accomplish IT and related support services requirements of the MMAC. The contract is to be performed using facilities and materials provided by the Government. Services will be principally performed at the MMAC, Oklahoma City, Oklahoma, unless otherwise stipulated by the Government on the individual task order(s). Contractor personnel will be located predominately at the MMAC, with some contractor personnel located in the Washington DC metropolitan area, various AVN field offices throughout the United States and overseas in Brussels, Belgium. When services are performed outside the Oklahoma City metropolitan area, labor rates may be adjusted as specified in the contract. The contractor shall be responsible for all applicable directives, orders, regulations, specifications, etc., provided by the Government, in support of this contract.

1.2 GENERAL REQUIREMENTS

1.2.1 Contractor Personnel Requirements.

1.2.1.1 Contractor Program Manager and Alternate. The contractor shall provide a Program Manager (PM) and an Alternate Program Manager (APM) who shall be responsible for the performance of the work specified in accordance with the terms and conditions of this contract. The PM and APM shall have full authority, including signature authority, to act on behalf of the contractor for all issues pertaining to contract administration for the subject contract. The PM and APM will possess at least a Bachelor’s degree in computer science, information systems or other related discipline with a minimum of five (5) years management experience plus a minimum of five (5) years IT support management experience in a contract of this size and scope in the Government or large corporate environment. Qualifications of the PM and APM are subject to Government review and approval.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

The **PM** and **APM** shall be available during normal working hours within two hours to meet at the MMAC with Government personnel designated as the Contracting Officer (CO), MMAC Program Manager (PM) and/or Contracting Officer Technical Representative (COTR) to discuss problem areas. The **PM** and **APM** must be able to read, write, speak and understand English.

1.2.1.2 Administrative, Managerial, and Supervisory. The contractor shall provide qualified personnel with administrative, managerial, and supervisory capabilities to assure the effective performance of the contract. An on-site representative(s) of the contractor such as a Task Leader will perform supervision and will be responsible for monitoring the work assignments of contractor personnel. At no time shall the Government supervise contractor personnel. Qualifications of the on-site representative(s) are subject to Government review and approval.

1.2.1.3 Security Investigation. Contractor personnel shall be required to perform duties requiring a security investigation. The investigation will consist of a National Agency Check with Inquiries (NACI), Minimum Background Investigation (MBI), Limited Background Investigation (LBI), or a Background Investigation (BI). The scope of the investigation required and the forms to be completed shall be determined in accordance with FAA Order 1600.72, Personnel Security Program. The contractor shall be responsible for the preparation and submittal of the required forms to the Security Office. The contractor personnel shall not be required nor permitted to perform work prior to receipt of the required approval unless a temporary waiver is granted.

1.2.1.4 Labor Categories. The contractor shall provide employees for the defined categories of labor in Section 5.2. The contractor shall fill any vacancies within 20 working days after the vacancies occur for existing tasks or when new task order(s) are officially authorized in writing by the CO, or provide a written statement to the MMAC PM and COTR stating the reason(s) for not meeting the placement criteria with stated corrective actions to timely meet future employee placements. **The contractor shall submit a Vacancy Report to the MMAC PM and to the COTRs each Monday in accordance with Contract Data Requirements List (CDRL) A005.** The Government reserves the right to award a task(s) to another vendor based on the criticality of the task and/or if it is the best interest of the Government.

1.2.1.5 Qualifications. Contractor employees shall have the knowledge, skills, and certifications necessary to perform the required services in the task. The contractor shall furnish proof of employee's qualifications via resumes or written certification, which is subject to review and concurrence by the Government. Contractor employees not meeting minimum qualifications shall not be considered prior to completing the requirements outlined in Section 5.2 unless a waiver is granted by the COTR.

1.2.1.6 Training. The contractor shall provide fully trained employees, be required to have an ongoing training program, and be responsible for contractor employees acquiring the knowledge and skills necessary to support new technology.

When advantageous to the Government, training may be provided by the Government at no cost to the contractor or paid for by the contractor and reimbursed by the Government if the training course falls into one of the following categories:

a. Unique to the FAA: The Government is providing training exclusively for tasks that are required to be performed at FAA facilities. In these instances, the FAA will pay direct hourly charges associated with the number of hours spent in training; or

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

b. Directed/Mandated by the Government: The class is directed/mandated by Government regulation, FAA Administrator (AOA-1), or an FAA Security Element.

Reimbursement of Government-paid training costs will be required if a contractor employee does not remain in the position for a year from the date of training. **The contractor shall provide to the MMAC PM and to the COTRs on or before the fifth day of each month a Training Report in accordance with CDRL A006.**

1.2.1.7 Conference and User Groups. Contract employees may be required to attend conferences and user group meetings as deemed necessary by the COTR. The contractor shall be responsible for all membership fees and associated costs such as travel.

1.2.1.8 Labor Distribution Reporting (LDR). Contractor employees may be required to report time by project or by activity within a project. If a Government LDR system is available for contractor use, then contractor employees shall be required to use the system. If one is not available, contractor employees may use a contractor provided system subject to the Government's approval and at no additional cost to the Government. The data from a contractor provided system must be provided in an electronic format.

1.2.1.9 Incentive Awards. The Government encourages the contractor to maintain an incentive awards program to recognize outstanding contributions by their employees in performance of this contract.

1.2.2 Quality Control Requirements.

1.2.2.1 Quality Control Program. The contractor shall establish and maintain a complete Quality Control Plan (QCP) to ensure the requirements of this contract are provided as specified. The QCP shall describe the inspection system for the requested services listed in the PWS. It shall specify how, when, and who shall inspect each service. It shall describe methods used to record the quality control inspection and the disposition of these inspection records. In addition, the plan shall demonstrate the contractor's approach for filling vacancies in a timely manner, for providing qualified personnel and maintaining an ongoing training program to ensure contractor employees acquire the knowledge and skills necessary to support new technology, for managing changes in workload requirements, and for providing timely and accurate invoices. The CO will notify the contractor of acceptance or required modifications to the QCP. The contractor shall make appropriate modifications at no additional cost to the Government and obtain acceptance of the QCP by the CO and MMAC PM before the start of the first performance period. The plan shall be updated as changes occur and shall be submitted for review and acceptance by the Government.

1.2.2.2 Quality Assurance. The Government will evaluate the contractor's performance under this contract in accordance with established quality assurance policies and processes. The Government will record all activities. When an observation indicates defective performance, the Government representative will request the contractor's representative initial the observation indicating acknowledgement of the deficiency. Remedies for defective performance will be governed by Clause 3.10.4-5, Inspection—Time-and-Material and Labor-Hour. Failure to agree as to what constitutes defective performance under this clause shall be handled under the procedures of the Disputes clause included in this contract.

1.2.3 Contract/Task Meetings. The contractor PM and/or alternate shall be required to meet, at the discretion of the CO or MMAC PM during the term of the contract. The contractor may request a meeting with the COTR by contacting the CO whenever the contractor deems necessary.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

1.2.4 Hours of Operations. The contractor shall maintain a forty-hour workweek. A normal workweek is considered to be Monday through Friday, between the hours of 0600 to 1800. Specific tasks may require variations from the normal workweek. Pay periods must begin on Sunday and end on Saturday.

a. **Premium Time Directed by the Government.** Premium time will be necessary on occasion as authorized by the COTR, if previously negotiated on the task. The Government will direct premium time only when absolutely necessary to meet work requirements. This will include emergency callback times and for work performed at home to satisfy an emergency requirement. Response times will be specified in each task's Statement of Work (SOW). For premium time work performed at home, contractor employees will be required to maintain a log outlining with whom they spoke, the duration of the call, and the nature of the call. If additional work is performed as a result of the call, contractor employees shall include the nature and duration of the work performed. This log must be turned in to the contractor employee's task leader for review and verification and included with the invoice. The Government will reimburse actual time worked (time on the telephone or computer attempting to satisfy the requirement). Time waiting for return telephone calls at home is not included as reimbursable time. Premium time will be paid at the regular rate specified in Section B of the solicitation. For those employees covered by a Department of Labor (DOL) Wage Determination, premium time will be paid in accordance with the applicable DOL wage determination.

b. **Premium Time Requested by the Contractor.** In the event the contractor deems premium time necessary to meet work requirements, the contractor shall submit a written request to the COTR. The written request must identify in detail what product or service requires premium time, how many work-hours are required, and for what segment of the organization the work is being performed. The COTR shall approve all requests by the contractor for premium time in writing before any premium time is allowed provided premium time has been negotiated on the task. Premium time will be paid at the regular rate specified in Section B of the solicitation. For those employees covered by a Department of Labor (DOL) wage determination, premium time will be paid in accordance with the applicable DOL wage determination.

c. **Telecommuting.** The Government may permit telecommuting by contractor employees when determined to be in the best interest of the Government in meeting work requirements. The contractor must have an established program subject to review by the Government. All telecommuting agreements must be authorized and approved by the COTR and include the date, time, and description of the tasks to be performed. Telecommuting time will be paid at the regular rate specified in Section B of the solicitation.

d. **Monthly Premium Hour Report.** The contractor shall provide to the COTR on or before the fifth day of each month a Monthly Premium Hour Report in accordance with CDRL A007.

1.2.5 Observance of Legal Holidays and Administrative Leave. Generally, the contractor shall not be required to work nor will payment be made by the Government on holidays and administrative leave. The following is a list of Federal holidays and administrative leave:

- a. New Year's Day, January 1
- b. Martin Luther King's birthday, the third Monday in January
- c. President's Day, the third Monday in February
- d. Memorial Day, the last Monday in May
- e. Independence Day, July 4

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

- f. Labor Day, the first Monday in September
- g. Columbus Day, the second Monday in October
- h. Veteran's Day, November 11
- i. Thanksgiving Day, the fourth Thursday in November
- j. Christmas Day, December 25
- k. Any other day designated by Federal statute, executive order, or presidential proclamation.
- l. Local determinations relating to adverse weather conditions, national emergencies, energy conservation, MMAC/Organizational determinations, etc., may require the Center to close. During such periods of closure, contractor employees will not be allowed to work nor will the contractor be compensated.

For tasks being performed in foreign countries, local holidays will be observed as well as U.S. holidays. These days vary upon location and are set by the local United States Embassy.

1.2.6 Travel. The contractor shall obtain prior authorization for travel from the CO prior to incurring any travel costs. A proposal showing a complete breakdown of all travel charges shall be provided to the CO at no additional cost to the Government. If accepted, the CO will provide a written authorization to the contractor to proceed with travel provided travel funds exist on the task.

1.2.7 Physical Security. The contractor shall be responsible for safeguarding all Government property for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

1.2.8 Conservation of Utilities. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions, which preclude the waste of utilities, which shall include:

- a. Lights shall be used only in areas where and when work is actually being performed.
- b. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized.
- c. Water faucets or valves shall be turned off after the required usage has been accomplished.

1.2.9 Off-Site Space Requirements. In the event adequate space is not available to house the personnel required for specific task(s) and with approval and authorization from the Government, the contractor shall provide the required space including all utilities, telephone, janitorial services, etc.; workstations; associated hardware and software; office equipment/furnishing(s) and supplies. With the direction and assistance of the Government representative(s), the contractor shall provide the appropriate telecommunication connectivity, as required for information systems access. Actual expenses shall be reimbursed to the contractor upon receipt of validated itemized invoice(s).

1.2.10 Transition Plan. It is essential to the Government that services required under this PWS are performed without interruption. Consequently, it is imperative that transition to full contract performance be

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

accomplished in a well-planned, orderly, and efficient manner. The transition period shall begin 30 days prior to full contract performance, which is anticipated to be in the first quarter of fiscal year 2005.

1.2.11 Transition Activities. At the conclusion of any performance period, including option periods or extensions, the services provided under this PWS may be awarded to another contractor. The contractor in place shall be required to assist in the transition activities.

1.2.12 Strike Contingency Plan (SCP). The contractor shall develop a SCP to ensure continuity of operations in the event of a strike by contractor personnel. Contractor services under SCP shall be at no additional cost to the Government. Two copies of the contractor's final SCP shall be provided to the CO and MMAC PM for approval not later than two weeks after contract award. Any changes to the SCP shall be provided in writing to the CO within five days prior to the effective date of the change.

1.2.13 Top Secret Clearance. The contractor must have a Top Secret clearance so those employees who are employed in overseas locations can be granted a Top Secret clearance.

1.2.14 Contract Funds Status Report (CFSR). The contractor shall prepare and submit a monthly CFSR in accordance with CDRL A008.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

SECTION 2 - DEFINITIONS

2.1 STANDARD DEFINITIONS

- 2.1.1** ACO. Access Control Officer.
- 2.1.2** AFS. Aviation Flight Standards Service.
- 2.1.3** AFS-600. Regulatory Support.
- 2.1.4** AFS-700. Civil Aviation Registry.
- 2.1.5** AME. Office of Enterprise Systems.
- 2.1.6** AMI. Office of Information Technology.
- 2.1.7** AML. FAA Logistics Center.
- 2.1.8** AVN. Aviation System Standards.
- 2.1.9** AVR. Regulation and Certification.
- 2.1.10** CMT. Configuration Management Team.
- 2.1.11** Contracting Officer (CO). The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the CO to a technical representative, the CO is the only individual with the authority to direct the work of the contractor.
- 2.1.12** Contracting Officer Technical Representative (COTR). The Government representative responsible for technical contents of the task. This person will be responsible for monitoring contractor's performance on the task.
- 2.1.13** CSC. Customer Service Center.
- 2.1.14** CSET. Certificate Standardization Evaluation Team.
- 2.1.15** DSM. Data Systems Manager.
- 2.1.16** DTI. Transportation Safety Institute
- 2.1.17** FOIA. Freedom of Information Act.
- 2.1.18** ICG. Integrated Computing Environment-Mainframe and Network (ICE-MAN) Customer Group.
- 2.1.19** IRM. Information Resources Manager.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

- 2.1.20** **ISO**. ICE-MAN Support Organization.
- 2.1.21** **ISSO**. Information Systems Security Officer.
- 2.1.22** **ISST**. Integrated Systems Support Team.
- 2.1.23** **IUC**. ICE-MAN User Community.
- 2.1.24** **MMAC**. Mike Monroney Aeronautical Center
- 2.1.25** **MMAC Program Manager**. The Government representative responsible for managing the contract at a high level. For example, involved with modifications or changes to the contract or Performance Work Statement, Program Reviews, and overall contractor's performance
- 2.1.26** **MMEL**. Master Minimum Equipment List.
- 2.1.27** **MSAT**. Multi-System Access Tool.
- 2.1.28** **NACO**. National Access Control Officers.
- 2.1.29** **NACO**. National Aeronautical Charting Organization.
- 2.1.30** **OPR**. Office of Primary Responsibility.
- 2.1.31** **PRIA**. Pilot Records Improvement Act.
- 2.1.32** **Premium Time**. Premium time is any time outside an employee's normally scheduled 40-hour workweek.
- 2.1.33** **Quality Assurance**. Those actions taken by the Government to assure services meet the requirements of the contract, PWS or Task Statement of Work (SOW).
- 2.1.34** **Quality Control**. Those actions taken by the contractor to control the performance of services so that they meet the requirements of the contract, PWS or Task SOW.
- 2.1.35** **Task Leader (TL)**. Government approved, contractor representative(s) designated to provide supervision and to interface with the COTR on task activities and performance. Task Leaders shall not spend more than a half an hour per week per employee supervised on the following administrative functions: review of time cards, final interviews for vacancies and providing information to the local program office for contractor employee performance reviews. If additional time is spent on administrative functions, the contractor shall not invoice for these hours nor will the contractor be compensated. Activities specified in the Task SOW such as status reports, required deliverables, etc., are not considered to be administrative functions.
- 2.1.36** **TCO**. Technical Control Officer.
- 2.1.37** **USDA/NITC**. United States Department of Agriculture National Information Technology Center.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.2 SYSTEMS DEFINITIONS

- 2.2.1 AA (Airmen Certification).** Maintains a current database to support on-line access to airmen certification information. Additionally, batch processing provides the capability for report preparation, airman directory production, and airman information statistical reporting. The system also produces permanent airman certificates for FAA licensed airmen.
- 2.2.2 ABS (Automated Budget System).** Automates management and planning of the MMAC budget by providing enhanced formulating, tracking, querying and reporting capabilities.
- 2.2.3 ACRA.** Airmen Certification and Rating Application.
- 2.2.4 ADS (Automated Distribution System).** Automated inventory and order fulfillment for NACO Aeronautical Charts and Publications, National Oceanic & Atmospheric Administration (NOAA) Nautical Charts, National Imagery Mapping Agency (NIMA) and Aeronautical and Nautical Charts.
- 2.2.5 AFER (Aircraft Fuel Expense Reconciliation).** Reconciles purchase invoices with tickets for fuel and other aircraft-related purchases created during the operation of AVN aircraft.
- 2.2.6 AI (Academy Scoring).** A test scoring and grade reporting system on Air Traffic Control (ATC) students in the FAA Academy. The final grade is reported by phase information data used by academy instructors to monitor a student's success with a particular test, laboratory exercise, or phase of ATC training.
- 2.2.7 AICS (Aircraft Inventory and Charter System).** Collects asset purchase and charter information for FAA aircraft for automated feed to GSA Federal Aviation Interactive Report System (FAIRS) system. System maintains data required for OMB Circular A-126 & A-76.
- 2.2.8 AIDS/IAIDS.** Accident Incident Data System.
- 2.2.9 AIRNAV (Airports and Nav aids).** Maintains active and pending Airport and Navigational Aid data used for AVN Instrument Flight Rule (IFR) Procedure Development and Flight Inspection.
- 2.2.10 AITS (Automated Inventory Tracking System).** Tracks the addition, edit, excess, transfer and loan processes of personal property assets for the FAA. AITS is an FAA intranet web-based application written in HTML, JavaScript and ASP using Microsoft SQL Server as the database. Users may use Scanners to scan asset Bar codes and add or edit records, which are uploaded to the web application. AITS is managed by the National Airspace System (NAS) Logistics Property Management Division (AFZ-500) who is responsible for all FAA assets, the policies governing those assets, and the reporting of those assets to FAA accounting. AITS has been adopted as the national system for personal property management.
- 2.2.11 AR (Aircraft Registration System).** Maintains and processes registration data of corporate and privately owned aircraft for use by the Aircraft Branch. AR provides certificates of registration and aircraft identification numbers for all aircraft operated within the United States boundaries. The AR system also provides for the automatic deletion of registration certificate information when any aircraft is sold for export, rules unsafe, or destroyed.
- 2.2.12 ARS (Automated Reproduction System).** Collects and tracks time spent on reproduction jobs in NACO.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.2.13 ASAS (Aviation Safety Analysis System). A national automation program for the Office of Aviation Standards designed to provide integrated access to needed information to all levels of the organization. It is comprised of a number of subsystems containing specialized data base maintenance, reporting, and operation.

2.2.14 ATOS. Air Transportation Overnight System.

2.2.15 APTS (Automated Procedure Tracking System). Tracks work associated with the processes within Aviation System Standards. Processes include those associated with the development of Instrument Flight Procedures (IFP). Provides metric data to improve processes and to meet strategic objectives.

2.2.16 CAEG (Computer Aided Engineering Graphics). Provides support tools for creating and managing engineering drawings and associated analytical planning and design tools. CAEG is a mix of Commercial-Off-The-Shelf (COTS) computer-aided drafting and design (CADD) tools such as AutoCAD and MicroStation and FAA-specific applications such as radio coverage analysis, airport airspace analysis, terrain modeling, etc.

2.2.17 CARS (Computer Access Request System). An automated on-line request system used by designated Access Control Officers (ACOs), Technical Control Officers (TCOs) and users to request or modify mainframe computer access.

2.2.18 CFMSS (Central Flight Management Scheduling System). Refresh renamed to Flight Operations Management System (FOMS). Manages and projects scheduling requirements for flight checks. Builds itineraries for flight inspection missions based upon checks due as well as aircraft and crew qualification and availability.

2.2.19 CICS. Customer Information Control System.

2.2.20 CMAF/TMAF (Center and Terminal/Tracon Mapping Automation Program).
A digital chart production system designed to allow layering of aeronautical information for sector display, air traffic management, radar video maps (RVMs) in all Air Route Traffic Control Centers (ARTCCs) and selected TRACONS and towers.

2.2.21 CMIS (Contract Management Information System). Provides MMAC Program Managers, Contracting Officer Technical Representatives (COTRs), Budget Analysts, and Management an automated method for tracking and management of contract tasks.

2.2.22 COPS. Consolidated Order Processing System.

2.2.23 CPMIS (Consolidated Personnel Management Information System). Supports both on-line system and batch processing. PS uses the DM/URL system. The on-line application provides a natural language interface to DOT personnel to enable them to maintain the DOT's database of personnel records from display terminals. In batch mode, the CPMIS provides statistical reports, payroll updates, training history updates; and interfaces with OPM and DOT systems.

2.2.24 CPRMS (Civilian Personnel Resource Management System). A collection of applications that provide a vital tool used by Human Resources Specialist and management in relation to management activities for civilian personnel of the United States Coast Guard.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.2.25 CTTMS (Centralized Training Travel Management System). Includes all nationally sponsored technical and management training. Primary objective of the CTTMS is to provide more realistic and standardized estimates against actual costs incurred, and provide comprehensive and timely feedback on travel shortage, surpluses, and adjustment necessary to balance the program and provide greater assurance that training requested and offered is conducted as scheduled

2.2.26 CUPS (Consolidated Uniform Payroll System). Maintains payroll and leave data, and processes disbursement of pay and benefits to DOT personnel except non-civilian personnel working for the Coast Guard, Alaskan Railroad, and St. Lawrence Seaway. The application is a distributed data entry system, which accepts time and attendance data from each payroll office and establishes a new employee's payroll record from the PMIS when applicable. The output reports of the UPS are the biweekly employee pay information, employee benefits information, and management summary.

2.2.27 DADS (Digital Aeronautical Database System). Provides an interface between AVN's digital aeronautical production database and CAD/GIS (Geographical Information System) software to support the production of hardcopy and softcopy aeronautical chart products and datasets on an internationally defined production cycle. Also, produces radar video maps (RVMs) and obstruction modeling systems.

2.2.28 DDC (Database Driven Charting). Charting and mapping Graphical User Interface applies business rules that define product specifications, text placement, symbols, and layers to source aeronautical data resulting in geo-spatial data displays used in flight procedure review.

2.2.29 DELPHI. A Commercial-Off-The-Shelf (COTS) solution utilizing Oracle Federal Financial software. DELPHI maintains accounting and financial information for the Department of Transportation.

2.2.30 DEVCONDOR (Devcondor Database System). Stores a variety of NAS data used to compile NACO aeronautical products and supports other FAA systems, DoD systems, and the aviation industry.

2.2.31 DFL-DISP (Daily Flight Log and Dispatch). Provides AVN the ability to safely dispatch aircraft to perform Flight Inspection Missions. The system manages and projects scheduling requirements for flight checks. CFMSS provides the functionality to build itineraries for flight inspection missions based upon checks due as well as aircraft and crew qualification and availability.

2.2.32 eALP (Electronic Airport Layout Plan). Stores and maintains airport survey data. Provides interfaces for Airport authorities and/or their consultants to submit Airport Layout Plan data for Airport's Airport Improvement Plan (AIP) process. Interfaces with National Geodetic Survey (NGS) to validate and add new data. Provides data to support other FAA organizational missions.

2.2.33 EIS. Enforcement Information System.

2.2.34 FA (FAA Instructor Activity). A management information system that provides information on each FAA Academy instructor's time utilization. The information provided is used by the FAA Academy supervisors to monitor the manpower expenditures, make work assignments, and plan for resources.

2.2.35 FEODP (Flight Edit and On-Demand Print). New digital technology by using a scanned raster VFR background image and a vector obstacle data layer, plotted on a large-format inkjet printer. Customized color management profiles will be created to achieve the highest level of quality necessary for the pilots to be able to

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

navigate using a digital product and also meet the requirements for color, resolution, data review/analysis and aerial photography.

2.2.36 FIS (Financial Intranet and Information Systems). Multiple financial and non-financial information systems that are supported through the FISS infrastructure (i.e., hardware, software, and communications that host the applications). These systems are primarily Oracle and SQL Server database systems that reside in a web-based environment.

2.2.37 FS (Flight Services Station Training). A program used in the training of students for the National Flight Services Automation Station.

2.2.38 FSI (Field Spares Inventory). Tracks shipment, receipt, return and repair of all FAA spare part assets. FSI is an FAA intranet web-based application written in HTML, JavaScript and ASP using Microsoft SQL Server as the database. Users may use Scanners to scan asset Bar Codes and add or edit records, which are uploaded to the web application. FSI is managed by the National Airspace System (NAS) Logistics Property Management Division (AFZ-500) who is responsible for all FAA assets, the policies governing those assets, and the reporting of those assets to FAA accounting.

2.2.39 GPS (Global Positioning Satellite System Procedures). Calculates and maintains the periodic flight inspection requirements for GPS Procedures. The GPS System is the only repository for GPS precision and non-precision Procedure data.

2.2.40 GSS. General Support System.

2.2.41 IACRA (Integrated Airmen Certification and Rating Application). An FAA intranet web application that contains all the functionality of the client based ACRA application. IACRA is designed to integrate with the existing databases such as the AVR Data Mart and the Registry's Airman database. IACRA will improve the certification process by:

- a. Enforcing standardization of certification policy,
- b. Reducing application data errors through auto checking during application completion,
- c. Standardizing the application process,
- d. Eliminating unnecessary paperwork through electronic processing of airman certification files,
- e. Improving certification data collection through formal interfaces with other FAA and Government databases,
- f. Enabling of data sharing, and
- g. Compliance with Government Paperwork Elimination Act (mandated by Oct. 2003).

2.2.42 IAPA (Instrument Approach Procedures Automation). Provides the functionality to build, review, approve, and certify approach procedures in a standardized, timely, and accurate manner. Insures Terminal Instrument Procedures (TERP's) criteria are met.

2.2.43 IFP (Instrument Flight Procedures). Provides the capability to capture and manage Flight Procedure data and its associations from the development stage through publication. Feeds the National Flight Database (NFD) and National Flight Data Center (NFDC) National Airspace System Resource (NASR) Database.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.2.44 ILM (Inventory, Logistics and Maintenance). Capability to capture data associated with maintenance, modifications, repairs and alterations of Flight Inspection and customer aircraft under the Federal Aviation Regulation Parts 135 Air Operator or Part 145 Certified Repair Station.

2.2.45 IPPS (Integrated Personnel and Payroll System). A Department of Transportation (DOT) system serving over 62,000 DOT and National Transportation Safety Board (NTSB) employees. IPPS has a user base of 13,000, averaging 7,000 users a month. The integrated system provides a common interface for time and attendance information, personnel action requests, training enrollments, and training completions. IPPS consists of a set of mainframe applications and a client-server management information reporting (MIR) system.

The IPPS mainframe portion is housed on a computer at the USDA computer center in Kansas City. It is a set of Natural and COBOL applications using an ADABAS database in an on-line and batch environment. The system is comprised of three primary applications, Time Collection, Personnel Requests, and Training along with supporting modules and programs. Supporting modules are Security, Messaging, Routing, Menus, and System Help.

The IPPS MIR is a client-server system on four DEC Alpha servers, providing reporting capability from an Oracle database. The IPPS MIR system consists of an Oracle database, programs written in PL/SQL and C, and the MIR Software Suite. The MIR Software Suite, written in Powerbuilder, provides the user with report capability, enables users to print both SF-52 personnel action requests and SF-182 training requests.

The MIR database provides data to various other systems, including the Staffing and Cost Analysis Tool (SCAT), CAMI Survey Mailing, the Consolidated Information Management (CIMS), and the DOT Workman's Compensation Information System (WCIS).

2.2.46 LG (Logistics and Inventory System). An on-line materiel ordering and inquiry system designed by the Logistics Center staff to serve the agency's equipment and maintenance requirements. Provides timely and cost-effective supply support to assure safe and efficient operations of the National Airspace System (NAS). In concert with the LIS is the Computerized Dispatch System (CDS), which is an automated warehouse system that provides control and timely processing on materiel managed and supported through the FAA Logistics Center warehouse. While still in continuous development and improvement, the LIS is one of the most widely used systems in the FAA, serving more than 8000 users throughout the world.

2.2.47 MC (Medical Certification System). As a component of the Comprehensive Airman Information System (CAIS), provides on-line access to medical certification information of the FAA. The Civil Aeronautical Institute (CAMI) maintains medical certification data for use.

2.2.48 MMAC (Mike Monroney Aeronautical Center Systems). A collection of small-scale web-based and client-server systems, which support miscellaneous MMAC activities.

2.2.49 NFD-ARINC (National Flight Database – Aeronautical, Radio, Inc Format Data Packets). Stores records translated from Instrument Flight Procedure (IFP) data to ARINC standard format. This data is available to the public. A manufacturer can translate NFD records to feed its Flight Management System (FMS) or Multi-Mode Receiver (MMR)

2.2.50 NPTRS. National Program Tracking and Reporting System.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.2.51 **OASIS**. Online Aviation Safety Inspection System.

2.2.52 **OET (Obstacle Evaluation Tracking System)**. Tracks and reports status of the evaluation of obstacles on instrument flight procedures. Provides reports for completed and outstanding requests. Allows users to review the evaluation history of an individual obstacle.

2.2.53 **OPSS**. Operations Specification System.

2.2.54 **ORS (Obstruction Repository System)**. Supplies a consolidated verified set of obstruction data - terrain and obstacles - in near real-time while maintaining history and archive.

2.2.55 **PCS (Production Control System)**. Tracks the production process for the compilation of Instrument Approach Procedures (IAP), Visual Chart products, Visual Flight Rule (VFR) and Radar Video Maps (RVM) for NACO and its contractors.

2.2.56 **RT (FAA Radar Training System)**. A real-time system that provides a realistic simulated air traffic environment to student controllers in the FAA Academy's En Route and Terminal options.

2.2.57 **SDR**. Service Difficulty Reporting System.

2.2.58 **SIGNAL (FAA Radar Training System)**. A real-time system that provides a realistic simulated air traffic environment to student controllers in the FAA Academy's En Route and Terminal options.

2.2.59 **SMIS (Safety Management Information System)**. Provides safety management information to FAA supervisors and managers for mishap activity through a web-based environment.

2.2.60 **SPAS**. Safety Performance Analysis System.

2.2.61 **SWIFT (Selections WithIn Faster Times)**. A Client-Server, Microsoft Windows, Powerbuilder, Unix/Oracle RDBMS system that provides distributive processing for FAA's Office of Human Resource Management, used to automate and decentralize the process of filling positions and determining pay.

2.2.62 **TIMELOG**. A project tracking labor system that includes the ability for Aircraft Maintenance and Engineering employees to enter their daily hours expended on specific projects for the organization.

2.2.63 **VIS**. Vital Information System.

2.2.64 **WCIS (Worker's Compensation Information System)**. A Client-Server, Microsoft Windows, Powerbuilder, Unix/Oracle RDBMS system that provides immediate access to dollar amounts, injury information, and claim forms used to process work-related accidents that occur to Department of Transportation employees.

Note: The aforementioned systems are several of many IT systems the MMAC supports. As task requests are submitted under the contract, the requirements for systems support will be defined. Task requests may be issued on systems that are not identified above.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.3 TECHNICAL DEFINITIONS

2.3.1 3270. IBM's interactive communications terminal standard.

2.3.2 ACC. Account Classification Code.

2.3.3 ACD. Automatic Control Distributor.

2.3.4 ACI. ADABAS CICS Interface.

2.3.5 ActiveX. A loosely defined set of technologies developed by Microsoft. ActiveX is an outgrowth of two other Microsoft technologies called OLE (Object Linking and Embedding) and COM.

2.3.6 ADABAS (Adaptable DataBase System). Software AG's Database Software. Provides flexible database creation, retrieval/update, and maintenance capabilities. It offers facilities for full-text storage and retrieval, voice and/or image, geographic data management, entity relationship data models, and object-oriented applications.

2.3.7 ADABAS SQL. ADABAS Native SQL.

2.3.8 ADP. Automated Data Processing.

2.3.9 ADTN-2000. Administrative Data Telecommunications Network.

2.3.10 ASP (Active Server Page). Dynamically created web page with an .ASP extension that utilizes ActiveX scripting, usually VB Script or Jscript code.

2.3.11 Batch LID. High-level restricted application batch job user-ID.

2.3.12 BDAM. Basic Direct Access Method.

2.3.13 BROKER. Software AG's database middleware access software.

2.3.14 CICS. An inter-active telecommunications software package that is capable of providing on-line real-time processing to all terminals and printers established on the network.

2.3.15 CDA. Central Domain Administration.

2.3.16 CGI (Common Gateway Interface). Specification for transferring information between a World Wide Web server and a CGI program designed to accept and return data that conforms to the CGI specification.

2.3.17 CICS. An inter-active telecommunications software package that is capable of providing on-line real-time processing to all terminals and printers established on the network.

2.3.18 CLIENT-SERVER. The division of an application into separate processes capable of operating on separate central processing units connected over a network.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.3.19 COBOL (Common Business Orientated Language). COBOL is a high-level programming language developed in 1960 and used for business applications.

2.3.20 COM-LETE. An integrated telecommunications software package that is capable of providing on-line real-time processing to and from all terminal and printers established on the network.

2.3.21 COM Objects. Microsoft software architecture to build component-based applications. They are discrete language-independent components, each with a unique identity, which expose interfaces that allow applications and other components to access their features.

2.3.22 DASD. Direct Access Storage Device.

2.3.23 DBA. Database Administrator.

2.3.24 DB2. IBM's Relational Database Software.

2.3.25 DCOM. Distributed Components Object Model.

2.3.26 GUI. Graphical User Interface.

2.3.27 HTML. Hyper-Text Markup Language (HTML) is a Standard Generalized Markup Language (SGML) used to format documents for the World Wide Web. Using HTML as a standard language to create documents enables the documents to be independent of the computer platform. In practical terms, HTML is a collection of platform-independent styles (indicated by mark-up tags) that define the various components of a document.

2.3.28 IBM. International Business Machines.

2.3.29 ICE-MAN. Integrated Computing Environment—Mainframe and Network.

2.3.30 IDCAMS. The access method services part of IBM's system managed storage (DFSMSdfp).

2.3.31 IMS. Information Management System (database software).

2.3.32 INTER-COM. An interactive telecommunications software package that is capable of providing on-line real-time processing to and from all terminals and printers established on the network.

2.3.33 IT. Information Technology

2.3.34 Java. A high-level object-oriented programming language well suited for web development. It is similar to C++, but simplified to eliminate language features that cause common programming errors.

2.3.35 JCL (Job Control Language). Provides the means of communication between an application program and the operating system and computer hardware.

2.3.36 JSP (Java Server Page). A server-side technology, which are an extension to the Java servlet technology that was developed by Sun.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.3.37 LAN. Local Area Network.

2.3.38 LINUX. A version on UNIX operating system.

2.3.39 LPR. Logical Partition.

2.3.40 MAINFRAME. A large capacity computer system with processing power that is significantly superior to a PC or midrange computer.

2.3.41 MIPS. Millions of instructions per second.

2.3.42 NATURAL. Natural is a type of computer query language that allows a user to make queries in ordinary English rather than special computer syntax.

2.3.43 NET. Microsoft operating system platform that incorporates applications, a suite of tools and services and a change in the infrastructure of the company's Web strategy.

2.3.44 ORACLE. Oracle is a relational database management system (RDBMS). Oracle is scaleable from a small microcomputer to larger mainframes. Versions are available for many operating systems, including MVS, Unix, Windows NT and Sun.

2.3.45 PC. Personal computer.

2.3.46 POWERBUILDER. An applications development language that uses graphical user interface (GUI), and "point and click" techniques to build object oriented applications. Powerbuilder is usually used in enterprise scale applications employing client-server architecture. It lets you create distributed, component-based applications. Objects may be saved in C++, ActiveX, COM/DCOM, CORBA, JavaBeans proxy, and other industry-standard formats.

2.3.47 Production Control. The process and support for starting, monitoring and ending batch and online jobs.

2.3.48 P210. ICE-MAN Production LPAR.

2.3.49 RACF. Remote Access Control Facility.

2.3.50 RPC. Remote Procedure Calls.

2.3.51 Script. Another term for macro or batch file, a script is a list of commands that can be executed without user interaction. A script language is a simple programming language with which you can write scripts.

2.3.52 SDFS. System Display and Search Facility.

2.3.53 SMF. System Management Facility.

2.3.54 SMS. System Management Storage.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.3.55 SOAP (Simple Object Access Protocol). Lightweight XML-based messaging protocol used to encode the information in Web service request and response messages before sending them over a network.

2.3.56 SQL (Structured Query Language). Standardized query language for requesting information from a database; i.e., Transact-SQL in support of Microsoft and PL/SQL in support of Oracle.

2.3.57 SQL Server. Generically, any database management system (DBMS) that can respond to queries from client machines formatted in the SQL language. When capitalized, the term generally refers to either of two database management products from Sybase and Microsoft. Both companies offer client-server DBMS products called SQL server.

2.3.58 SYSJ. ICE-MAN Test LPAR.

2.3.59 TCP/IP. Transport Control Protocol/Internet Protocol.

2.3.60 TPX. Terminal Productivity Executive.

2.3.61 TSO. A timesharing option that allows numerous users to use the facilities of the main computer in a conversational manner.

2.3.62 TSO/E. Time Sharing Option Extensions.

2.3.63 UDDI (Universal Description, Discovery, and Integration). A web-based distributed directory that enables businesses to list themselves on the Internet and discover each other, similar to a traditional phone book's yellow and white pages.

2.3.64 USS. UNIX System Services.

2.3.65 Visual Basic. A Microsoft programming language and environment developed by Microsoft that is event-driven and allows a programmer to add a substantial amount of code simply by dragging and dropping controls, such as buttons and dialog boxes, and then defining their appearance and behavior.

2.3.66 VSAM. Virtual Storage Access Method.

2.3.67 WAN. Wide Area Network.

2.3.68 Web Services. Describes a standardized way of integrating Web-based applications using the XML, SOAP, WSDL and UDDI open standards over an Internet protocol backbone. XML is used to tag the data, SOAP is used to transfer the data, WSDL is used for describing the services available and UDDI is used for listing what services are available. Web services share business logic, data and processes through a programmatic interface across a network rather than a Graphical User Interface (GUI). Developers can then add the Web service to a GUI (such as a Web page or an executable program) to offer specific functionality to users. Web services allow different applications from different sources to communicate with each other without time-consuming custom coding, and because all communications is in XML, Web services are not tied to any one operating system or programming language.

2.3.69 WebSphere. IBM's middleware web server.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

2.3.70 WSDL (Web Services Description Language). An XML-formatted language used to describe a Web service's capabilities as collections of communication endpoints capable of exchanging messages.

2.3.71 XML (Extensible Markup Language). Allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

SECTION 3 – GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 General. The Government shall provide, without cost, the facilities, equipment, materials and services listed below. The Government-furnished property and services provided as part of this contract shall be used by the contractor only to perform under the terms of this contract. No expectation of personal privacy or ownership using any FAA electronic information or communication equipment shall be expected.

3.2 Property.

3.2.1 Facilities. The Government shall provide facilities at the Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma 73125, or other local Government leased/owned facilities, including all utilities, telephone, janitorial services and furniture for contractor employees performing on tasks.

3.2.2 Equipment. The Government shall provide the following:

- a. A suitable working environment (i.e., office furniture and administrative supplies).
- b. A Personal Computer (PC) with access to an appropriate host computer and auxiliary hardware and software required in the performance of this contract.
- c. A laptop under certain conditions and with approval from the COTR.
- d. Pagers, headsets, cell phones and maintenance agreements for such equipment when determined to be applicable by the COTR. The Government will replace items that are determined to be beyond economical repair by the COTR unless the damage or loss is due to contractor negligence.
- e. Limited use of Government vehicles to transport equipment to buildings.
- f. A listing of Government Furnished Property (GFP) is provided in Attachment A.

3.2.3 Materials. The Government shall furnish the following:

- a. The basic reference manuals, and any revisions, updates, and changes thereto for use by the contractor.
- b. Microfiche inherent to the nature of the functions being performed.

3.3 Use of Government Property.

3.3.1 Telephones. Government telephones are provided for use in conducting official business. Occasionally, contractor employees are permitted to make calls that are considered necessary in the interest of the Government. Examples are as follows:

- a. Calls to home or doctor if a contractor employee is injured or becomes sick at work.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

b. A brief call to a location within the local commuting area to speak to a spouse or a minor child or those responsible for the child.

c. Brief calls to locations within the local commuting area that can be reached only during working hours, such as local Government agency, bank, or physician.

d. Brief calls to locations within the local commuting area to arrange for emergency repairs to home or car.

3.3.2 Mail/Postage. Contractor employees shall not have their personal mail directed to the Government office or use Government-furnished postage, either metered or stamps, for personal benefit.

3.3.3 Electronic Mail (E-mail). All e-mail access and use by contractor employees shall be in support of the individual's official duties and task responsibilities. All information created, transmitted, received, obtained, accessed, or in any way captured electronically using FAA e-mail systems is the property of the Government.

3.3.4 Convenience Copiers. Convenience copiers are to be used to copy material for official Government business only in performance of the task.

3.3.5 Fax Machines. Contractor employees shall not use Fax machines for other than official Government business in support of the task.

3.3.6 Computers and Internet. All Internet and electronic media access accomplished by contractor employees (utilizing Government-furnished equipment) shall be for official Government business and in support of task requirements. Use of computer systems for personal use is prohibited.

3.3.7 Canvassing, Soliciting or Selling. Contractor employees shall not engage in private activities for personal gain or any other unauthorized purpose while on Government-owned or leased property, nor may Government time or equipment be utilized for these purposes.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

SECTION 4 – CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 General. The contractor shall furnish all personnel, services, and supervision to perform the requirements of this PWS.

4.2 Administrative Support. The contractor shall provide a local off-site office and the necessary furniture and equipment, at the contractor's expense, to perform administrative and office functions.

4.3 Task Related Support. When Government-furnished items are not available or accessible and with approval and authorization from the Government and as identified in a task description, the contractor shall provide the required work space including all utilities, telephone, janitorial services, etc.; workstations, associated hardware and software; office equipment; furnishing(s) and supplies necessary for contractor employees performing on tasks. The contractor shall provide the appropriate telecommunication connectivity, as required for information systems data base access. The Government reserves the right to inspect and approve all purchases. The Government upon inspection and acceptance, and receipt of a proper invoice shall reimburse actual expenses to the contractor. All reimbursable items become the property of the Government.

4.4 Special Personnel Support Requirements. When authorized, the contractor shall provide specialty skilled personnel to satisfy unique and specific tasks **for short term or long term efforts (e.g.,** feasibility studies, cost analysis, information business plans, systems architectural designs). These tasks may be fixed price or require skill levels not identified under Contract Line Item Number (CLIN) 2. The Government reserves the right to award a task(s) to another vendor based on the criticality of the task and/or if it is in the best interest of the Government.

4.5 Housing. For tasks being performed in foreign countries and exceeding 60 days in duration, the Government may provide funding for contractor employees to find adequate housing that is equivalent of Government-furnished housing. Each location is different and specifics will be negotiated for each task being accomplished. The Government reserves the right to approve all rental contracts entered into for housing of contractor personnel while in an overseas location.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

SECTION 5 – TECHNICAL REQUIREMENTS

5.1 SCOPE OF WORK

5.1.1 General. The MMAC is an IT services provider to the Department of Transportation (DOT), the Federal Aviation Administration (FAA), and many other federal agencies. The types of services provided are identified below. Actual requirements and specific details of work assignments, skill levels, expertise, reporting requirements, schedules, and deliverables will be provided in the individual task orders. All work shall be performed in accordance with the FAA Integrated Capability Maturity Model (iCMM), International Standards Organization (ISO) 9000, Software Engineering Institute Capability Maturity Model Process Management or other existing policies, standards, and processes. All deliverables become the sole property of the Government.

As part of the task order, the contractor may be required to obtain commercially available hardware and/or software, which are integral and/or incidental to the support being provided. New labor categories or skill levels may be added to **CLIN 2** during the course of this contract to reflect changes in technology or the Government's needs, provided that the labor category or skill level falls within the general scope of work for this contract, which is for information technology and related support services.

5.1.2 Program Requirements. The contractor shall respond timely to task order requirements, and shall implement, manage and administer task orders developed in accordance with the task order procedures and contract administration requirements of this contract. The contractor shall ensure that all task order work is performed in accordance with the applicable task order, the task order SOW, and the delivery schedule, including ensuring that task order cost and labor hour estimates are not exceeded during work performance. Task order turn around time frames typically will be tight, allowing minimal time for response and preparation activities and subsequent work start-up. Because of the diversity of technology, technical expertise, performance/skill levels and turn around times associated with the Government's IT requirements, the contractor must have personnel resources readily available with varying levels of expertise and experience. **The contractor shall provide to the COTR on or before the fifth day of each month a Project Tracking Executive Summary in accordance with CDRL A009.**

5.1.3 Services. The following, while not all-inclusive, are areas and activities typical of the services provided under this contract. During this contract period, there may be other technology solutions and/or support needed to accommodate unforeseen emerging requirements.

5.1.3.1 System Development and Integration. Automated business solutions and development for mainframe, client-server, microcomputer, web enabled mainframe or Internet/intranet WEB applications and system communications/connectivity and support. Automated business services for aviation safety, aviation regulation and certification, asset supply chain management, airman certification and rating, information security, instrument approach procedures automation, facilities management, portal systems, safety management, civilian personnel management, electronic document management, performance management, directives management, automated correspondence, automated directory and simulation.

5.1.3.2 System Management and Hosting. Centralized IT hardware and software systems support, telecommunications support, lease management, systems access, security access administration, disaster recovery support, database management, and help desk services for various applications.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.1.3.3 Telecommunications. Planning and development support services for all forms of network, voice & data communications including installing and configuring networks and gateways, troubleshooting connectivity, and setting up video conferencing.

5.1.3.4 Information System Security. Support for a wide range of system architectures and platforms. Expertise in National Institute of Standards and Technology security practices such as inventory asset identification, vulnerability/risk assessment, contingency/disaster recovery planning, configuration management, access control, and incident response.

5.1.3.5 Information Media. Video production, photography, and graphics services.

5.1.3.6 Office Automation. Support services for all forms of office automation including personal computer (PC) help desk operations and support, Local Area Network (LAN) server network administration, office automation desktop support for PC hardware and software, and computer hardware repair, problem resolution and maintenance.

5.1.3.7 Project Management. Certified Project Management Professional (PMP) services for IT projects.

5.1.3.8 IT Training. Designing, developing and delivering classroom and/or computer-based IT training.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.2 EMPLOYEE LABOR CATEGORIES AND DESCRIPTIONS:

5.2.1 General. The contractor must provide employees proficient in a variety of IT environments for the labor categories identified below. Specific proficiencies will be identified in the SOW for each task order.

Category	Series
I	Programmer and Systems Analyst
II	Web Support
III	Data Base and System Administrator
IV	Information Technology Specialists
V	Help Desk and Office Automation
VI	Functional Analyst
VII	Information Engineer
VIII	Computer Operator
IX	Technical Support
X	Telecommunications

5.3 CATEGORY I – PROGRAMMER AND SYSTEMS ANALYST SERIES

Skill Identifier	Skill Name	Exp Rqmnt (years)	Educ/Trng Sub (months)
A	Programmer, Level III	2	9
B	Programmer, Level II	1	6
C	Programmer, Level I	None	Assoc. Degree
D	Systems Analyst/Programmer, Level V	7	24
E	Systems Analyst/Programmer, Level IV	6	21
F	Systems Analyst/Programmer, Level III	5	18
G	Systems Analyst/Programmer, Level II	4	15
H	Systems Analyst/Programmer, Level I	3	12

5.3.1 Skill A – PROGRAMMER, LEVEL III:

5.3.1.1 Experience: At least two years of progressive experience is required involving applications on various IT environments using high level programming languages, and skills as specified in the task SOW. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.3.1.2 Minimum Education: A Bachelor’s degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 9 months substitution of education or training for experience.

5.3.1.3 Duties: Under general supervision, analyzes systems requirements and design specifications and develops diagrams and logic charts. Translates detailed design into computer programs. Tests, debugs, and refines the computer programs to produce the required products. Prepares required documentation to include both program and user level documentation. Enhances programs to reduce execution time or improve efficiency. Provides technical direction to Level I and II Programmers. Follows guidance established in standards.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

Maintains systems, which may be implemented on various IT environments. Establishes and maintains system security. Participates in and conducts structured project reviews (walk through). Provides management with status of projects, problems or other outstanding project related issues.

5.3.2 Skill B – PROGRAMMER, LEVEL II:

5.3.2.1 Experience: At least one year of experience in programming is required. Must possess knowledge of high level programming languages, and skills as specified in the task SOW.

5.3.2.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 6 months substitution of education or training for experience.

5.3.2.3 Duties: Develops, tests, and documents simple to moderately complex computer programs. Under close supervision, develops diagrams, logic charts, and coding structures to solve relatively simple problems. Makes changes in established systems to adapt them to new requirements. Systems may be implemented on various IT environments. Establishes and maintains system security. Prepares program documentation as required. Follows guidance established in standards. Participates in structured project reviews (walk through). Provides management with status of projects, problems or other outstanding project related issues.

5.3.3 Skill C – PROGRAMMER, LEVEL I:

5.3.3.1 Experience: No experience is required.

5.3.3.2 Minimum Education: An Associate's degree in computer science, information systems, or other related discipline is required with a grade point average of 3.5. Individual must have completed relevant programming courses.

5.3.3.3 Duties: Works under close supervision in assisting Level I and II Programmers in accomplishing the duties assigned to them.

5.3.4 Skill D - SYSTEMS ANALYST/PROGRAMMER, LEVEL V:

5.3.4.1 Experience: At least seven years of progressive experience is required in computer programming and analysis in broad based IT environments, including contemporary computer hardware and programming languages. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.3.4.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.3.4.3 Duties: Performs high-level systems analysis, design, programming, documentation, and implementation of very complex applications, which are administrative, business, or technically oriented in nature. This work will principally involve one or all of the following: modifying existing applications,

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

configuring commercial-off-the-shelf applications, and/or developing new applications. Directs and participates in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Applies higher-level business and data manipulation principles and methods to very difficult technical problems to arrive at automated solutions. Designs charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task on a highly complex combination of one or more task orders. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.3.5 Skill E - SYSTEMS ANALYST/PROGRAMMER, LEVEL IV:

5.3.5.1 Experience: At least six years of progressive experience is required in computer programming and analysis in broad based IT settings, including contemporary computer hardware and programming languages. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.3.5.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 21 months substitution of education or training for experience.

5.3.5.3 Duties: Supports a Level V Systems Analyst/Programmer on highly complex and diverse tasks. Performs systems analysis, design, programming, documentation, and implementation of applications, which are administrative, business, or technically oriented in nature. This work will principally involve one or all of the following: modifying existing applications, configuring commercial-off-the-shelf applications, and/or developing new applications. Directs and participates in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task on a complex combination of one or more task orders. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.3.6 Skill F – SYSTEMS ANALYST/PROGRAMMER, LEVEL III:

5.3.6.1 Experience: At least five years of progressive experience is required in computer programming and analysis in broad based IT settings, including contemporary computer hardware and programming languages. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.3.6.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution of education or training for experience.

5.3.6.3 Duties: Supports a Level IV Systems Analyst/Programmer on highly complex and diverse tasks. Performs systems analysis, design, programming, documentation, and implementation of applications, which are administrative, business, or technically oriented in nature. This work will principally involve one or all of the

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

following: modifying existing applications, configuring commercial-off-the-shelf applications, and/or developing new applications. Directs and participates in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.3.7 Skill G – SYSTEMS ANALYST/PROGRAMMER, LEVEL II:

5.3.7.1 Experience: At least four years of progressive experience is required in computer programming and analysis in broad based IT settings, including contemporary computer hardware and programming languages. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.3.7.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 15 months substitution of education or training for experience.

5.3.7.3 Duties: Under general supervision, performs assigned portions of system analysis, design, programming, documentation, and implementation of applications, which are administrative, business, or technically oriented in nature. This work will principally involve one or all of the following: modifying existing applications, configuring commercial-off-the-shelf applications, and/or developing new applications. Participates in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and charts and graphs to record results. Provides assistance in preparing and delivering presentations and briefings as required in the task. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.3.8 Skill H - SYSTEMS ANALYST/PROGRAMMER, LEVEL I:

5.3.8.1 Experience: At least three years of progressive experience is required in computer programming and analysis in broad based IT settings, including contemporary computer hardware and programming languages. Must demonstrate good communication skills.

5.3.8.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

5.3.8.3 Duties: Under close supervision, performs assigned portions of system analysis, design, programming, documentation, and implementation of applications, which are administrative, business, or technically oriented in nature. This work will principally involve one or all of the following: modifying existing applications, configuring commercial-off-the-shelf applications, and/or developing new applications. Participates in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and charts and graphs to record results. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.4 CATEGORY II – WEB SUPPORT SERIES

Skill Identifier	Skill Name	Exp Rqmnt (years)	Educ/Trng Sub (months)
I	Web Developer, Level III	5	18
J	Web Developer, Level II	3	12
K	Web Developer, Level I	1	6
L	Web Technical Administrator	5	18

5.4.1 Skill I – WEB DEVELOPER, LEVEL III:

5.4.1.1 Experience: At least five years of progressive experience is required in development, creation and maintenance of web-based applications. Must demonstrate good communication skills and the ability to work independently or under general direction only. Experience must include some or all of the below, as described in the task SOW:

- a) Developing web applications with Java, JavaScript, Java Applets, or Java Beans;
- b) HTML, an HTML editor (UltraDev, HomeSite, GoLive, etc);
- c) Active Server Pages (ASP), Visual Basic Script, Lotus, Cold Fusion, or Sapphire/Web;
- d) Working knowledge of SQL and Oracle, Sybase, or MS SQL Server;
- e) Understanding of Component Object Model (COM+), ADO, RDO, DAO, ODBC, JAVA, XML; or
- f) Graphics Editor (PhotoShop, Paint Shop Pro, etc.); and/or
- g) Other tools for web development specified in the task SOW.

5.4.1.2 Minimum Education: A Bachelor’s degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution of education or training for experience.

5.4.1.3 Duties: Involves the complete life cycle of web applications development. Directs and participates in all phases of web development with emphasis on the planning, analysis, testing and acceptance phases. Develops and implements large-scale, database-driven web applications using standards-based methodologies and tools. Ensures optimal operation of Intranet and Internet applications. Participates in discussions and meetings regarding functional and technical specifications of web-related projects. Translates functional requirements to technical specifications with the support of IT staff and management. Recommends and implements web technologies and software for utilization in assigned projects. Designs and codes web pages and associated web applications utilizing the approved software/development platform. Comply with accessibility (Section 508), security, privacy and organizational standards. Provides management with status of projects, problems or other outstanding project related issues. Produces technical documentation and site maps for web sites. Prepares and delivers presentations and briefings as required by the task on a highly complex combination of one or more task orders.

5.4.2 Skill J – WEB DEVELOPER, LEVEL II:

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.4.2.1 Experience: At least three years of progressive experience is required in development, creation and maintenance of web-based applications. Must demonstrate good communication skills and the ability to work independently or under general direction only. Experience must include some or all of the below, as described in the task SOW:

- a) Developing web applications with Java, JavaScript, Java Applets, Java Beans;
- b) HTML, an HTML editor (UltraDev, HomeSite, GoLive, etc.);
- c) Active Server Pages (ASP), Visual Basic Script, Lotus, Cold Fusion, or Sapphire/Web;
- d) Working knowledge of SQL and Oracle, Sybase, MS SQL Server;
- e) Component Object Model (COM+), ADO, RDO, DAO, ODBC, JAVA, XML; or
- f) Graphics Editor (PhotoShop, Paint Shop Pro, etc.); and or
- g) Other tools for web development specified in the task SOW.

5.4.2.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

5.4.2.3 Duties: Supports a Level III Web Developer on complete life cycle of web applications development. Participates in all phases of web development with emphasis on the planning, analysis, testing and acceptance phases. Develops and implements large-scale, database-driven web applications using standards-based methodologies and tools. Ensures optimal operation of Intranet and Internet applications. Participates in discussions and meetings regarding functional and technical specifications of web related projects. Translates functional requirements to technical specifications with the support of IT staff and management. Recommends and implements web technologies and software for utilization in assigned projects. Designs and codes web pages and associated web applications utilizing the approved software/development platform. Comply with accessibility (Section 508), security, privacy and organizational standards. Provides management with status of projects, problems or other outstanding project related issues. Produces technical documentation and site maps for web sites.

5.4.3 Skill K - WEB DEVELOPER, LEVEL I:

5.4.3.1 Experience: At least one year of progressive experience is required in development, creation and maintenance of web-based applications. Must demonstrate good communication skills. Experience must include some or all of the below, as described in the task SOW:

- a) Developing web applications with Java, JavaScript, Java Applets, or Java Beans;
- b) HTML, an HTML editor (UltraDev, HomeSite, GoLive, etc.);
- c) Active Server Pages (ASP), Visual Basic Script, Lotus, Cold Fusion, or Sapphire/Web;
- d) Working knowledge of SQL and Oracle, Sybase, MS SQL Server;
- e) Component Object Model (COM+), ADO, RDO, DAO, ODBC, JAVA, XML; or
- f) Graphics Editor (PhotoShop, Paint Shop Pro etc.); and/or
- g) Other tools for web development specified in the task SOW.

5.4.3.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 6 months substitution of education or training for experience.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.4.3.3 Duties: Under close supervision, assists a Level II and/or III Web Developer on complete life cycle of web applications development. Participates in all phases of web development with emphasis on the planning, analysis, testing and acceptance phases. Works with a Level II and/or III Web Developer to develop and implement large-scale, database-driven web applications using standards-based methodologies and tools. Participates in discussions and meetings regarding functional and technical specifications of web related projects. Recommends web technologies and software for utilization in assigned projects. Codes web pages and associated web applications utilizing the approved software/development platform. Comply with accessibility (Section 508), security, privacy and organizational standards. Provides management with status of projects, problems or other outstanding project related issues. Produces technical documentation and site maps for web sites.

5.4.4 Skill L - WEB TECHNICAL ADMINISTRATOR:

5.4.4.1 Experience: At least five years of experience as a website administrator. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.4.4.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.4.4.3 Duties: Responsible for achieving the overall technical integrity of the website. Maintains and upgrades hardware and software including website technical architecture related to hardware and telecommunication connectivity. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security. Provides management with status of projects, problems or other outstanding project related issues.

5.5 CATEGORY III – DATA BASE AND SYSTEM ADMINISTRATOR SERIES

Skill Identifier	Skill Name	Exp Rqmnts (years)	Educ/Trng Sub (months)
M	Data Base Administrator, Level III	7	24
N	Data Base Administrator, Level II	5	18
O	Data Base Administrator, Level I	3	12
P	System Administrator, Level IV	7	24
Q	System Administrator, Level III	5	18
R	System Administrator, Level II	3	12
S	System Administrator, Level I	1	6

5.5.1 Skill M – DATA BASE ADMINISTRATOR, LEVEL III.

5.5.1.1 Experience: At least seven years of progressive experience is required in providing or supporting installation, maintenance, and administration of system software and/or databases in a mainframe, client-server, and/or web-based environment. A minimum of 4 years experience must be directly related to database management. Must demonstrate good communication skills and the ability to work independently or under general direction only.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.5.1.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.5.1.3 Duties: Provides database support for IT systems in a mainframe, client-server, and/or web-based environment. Plans and coordinates new requirements with application development staff and advise project teams on the design of complex hierarchical or relational databases. Creates, modifies, deletes, reorganizes, and performs back up and restoration of database files, as required. Monitors database performance, resolves problems, performs fine-tuning, and recommends changes to improve efficiency. Establishes and maintains database security. Provides management with status of projects, problems or other outstanding project related issues.

5.5.2 Skill N – DATA BASE ADMINISTRATOR, LEVEL II.

5.5.2.1 Experience: At least five years of progressive experience is required in providing or supporting installation, maintenance, and administration of system software and/or databases in a mainframe, client-server, and/or web-based environment. A minimum of 3 years experience must be directly related to database management. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.5.2.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution of education or training for experience.

5.5.2.3 Duties: Provides database support for IT systems in a mainframe, client-server, and/or web-based environment. Plans and coordinates new requirements with application development staff and advise project teams on the design of complex hierarchical or relational databases. Creates, modifies, deletes, reorganizes, and performs back up and restoration of database files, as required. Monitors database performance, resolves problems, performs fine-tuning, and recommends changes to improve efficiency. Establishes and maintains database security. Provides management with status of projects, problems or other outstanding project related issues.

5.5.3 Skill O – DATA BASE ADMINISTRATOR, LEVEL I.

5.5.3.1 Experience: At least three years of progressive experience is required in providing or supporting installation, maintenance, and administration of system software and/or databases in a mainframe, client-server, and/or web-based environment. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.5.3.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.5.3.3 Duties: Under general supervision, provides database support for IT systems in a mainframe, client-server, and/or web-based environment. Plans and coordinates new requirements with application development staff and advise project teams on the design of complex hierarchical or relational databases. Creates, modifies, deletes, reorganizes, and performs back up and restoration of database files, as required. Monitors database performance, resolves problems, performs fine-tuning, and recommends changes to improve efficiency. Establishes and maintains database security. Provides management with status of projects, problems or other outstanding project related issues.

5.5.4 Skill P – SYSTEM ADMINISTRATOR, LEVEL IV.

5.5.4.1 Experience: At least seven years of progressive experience providing or supporting the installation, maintenance, and administration of system software in either a mainframe, client-server, and/or web-based environment as described in the task order (e.g., system administration of UNIX systems, Microsoft Windows, web servers, etc.) is required. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.5.4.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for software experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.5.4.3 Duties: Monitors system performance to ensure adequate resources (hardware, software and communications) are available to meet customer requirements. Coordinates problem resolution with customers, teaming partners and vendors. Evaluates new and existing system software and recommends changes to improve efficiency and/or functionality. Tunes system software and performs workload analysis and load balancing to optimize system efficiency. Performs authorized maintenance of a highly specialized nature on system software, compilers, assemblers, and utility systems. Establishes and maintains system security. Provides management with status of projects, problems or other outstanding project related issues.

5.5.5 Skill Q – SYSTEM ADMINISTRATOR, LEVEL III.

5.5.5.1 Experience: At least five years of progressive experience providing or supporting the installation, maintenance, and administration of system software in either a mainframe, client-server, and/or web-based environment as described in the task order (e.g., system administration of UNIX systems, Microsoft Windows, web servers, etc.) is required. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.5.5.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for software experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution of education or training for experience.

5.5.5.3 Duties: Monitors system performance to ensure adequate resources (hardware, software and communications) are available to meet customer requirements. Coordinates problem resolution with customers, teaming partners and vendors. Evaluates new and existing system software and recommends changes to improve efficiency and/or functionality. Tunes system software and performs workload analysis and load balancing to optimize system efficiency. Performs authorized maintenance of a highly specialized nature on system software,

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

compilers, assemblers, and utility systems. Establishes and maintains system security. Provides management with status of projects, problems or other outstanding project related issues.

5.5.6 Skill R – SYSTEM ADMINISTRATOR, LEVEL II.

5.5.6.1 Experience: At least three years of progressive experience providing or supporting the installation, maintenance, and administration of system software in either a mainframe, client-server, and/or web-based environment as described in the task order (e.g., system administration of UNIX systems, Microsoft Windows, web servers, etc.) is required. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.5.6.2 Minimum Education: A Bachelor’s degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for software experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

5.5.6.3 Duties: Under general supervision, monitors performance of system software in both mainframe, client-server, and/or web-based environments and works with appropriate technical personnel to resolve problems. Coordinates problem resolution with customers, teaming partners and vendors. Evaluates new and existing system software and recommends changes to improve efficiency and/or functionality. Develops and maintains repository of data for statistical reporting. Assists Level III System Administrator with installation, maintenance and administration system software. Establishes and maintains system security. Provides management with status of projects, problems or other outstanding project related issues.

5.5.7 Skill S – SYSTEM ADMINISTRATOR, LEVEL I.

5.5.7.1 Experience: At least one year experience providing or supporting installation, maintenance, and administration of system software in either a mainframe, client-server, and/or web-based environment as described in the task (e.g., system administration of UNIX systems, Microsoft Windows, web servers, etc.) is required. Must demonstrate good communication skills.

5.5.7.2 Minimum Education: A Bachelor’s degree in computer science, information systems, engineering or other related discipline is required. Directly related education or training can be substituted for software experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 6 months substitution of education or training for experience.

5.5.7.3 Duties: Under close supervision, monitors performance of system software in both mainframe, client-server, and/or web-based environments and works with senior level personnel to troubleshoot and resolve problems. Coordinates problem resolution with customers, teaming partners and vendors. Assists with coordination and testing of new software and software upgrades. Produces and distributes statistical reports. Establishes and maintains system security. Provides management with status of projects, problems or other outstanding project related issues.

5.6 CATEGORY IV – INFORMATION TECHNOLOGY SPECIALTY SERIES

Skill Identifier	Skill Name	Exp Rqmnts (years)	Educ/Trng Sub (months)
T	Information Technology Security Specialist, Level III	7	24

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

U	Information Technology Security Specialist, Level II	5	18
V	Information Technology Security Specialist, Level I	3	12
W	Information Technology Technical Specialist, Level III	10	24
X	Information Technology Technical Specialist, Level II	9	24
Y	Information Technology Technical Specialist, Level I	8	24
Z	Information Technology Training Specialist	6	24
AA	Project Manager (PMP Certified)	7	24

5.6.1 Skill T – INFORMATION TECHNOLOGY SECURITY SPECIALIST, LEVEL III.

5.6.1.1 Experience: At least seven years of progressive experience supporting and/or administering security systems in either a mainframe, client-server, and/or web-based environment is required. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.6.1.2 Minimum Education: A Bachelor’s degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.6.1.3 Duties: Keeps abreast of Federal computer security regulations, develops and implements comprehensive computer security programs and maintains detailed documentation of system security procedures. Periodically conducts security reviews, performs risk analysis and vulnerability assessments, and takes corrective action as necessary to correct security weaknesses. Prepares and conducts security awareness training for other employees. Audits daily transactions for accuracy and provides guidance to support personnel in researching and resolving problems. Assists other support personnel in determining and establishing access rights. Provides management with status of projects, problems or other outstanding project related issues.

5.6.2 Skill U – INFORMATION TECHNOLOGY SECURITY SPECIALIST, LEVEL II.

5.6.2.1 Experience: At least five years of progressive experience supporting and/or administering security systems in either a mainframe, client-server, and/or web-based environment is required. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.6.2.2 Minimum Education: A Bachelor’s degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution of education or training for experience.

5.6.2.3 Duties: Under general supervision, processes requests for adding, changing, or removing users’ access to the computer system. Researches and resolves problems related to system access. Assists customers in designing security profiles for new applications, removes security for applications being removed from the

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

system, and maintains related security tables. Works with security system development personnel to automate security functions and assists with testing prior to implementation. Also, provides training and documentation on automated security functions to users. Provides management with status of projects, problems or other outstanding project related issues.

5.6.3 Skill V – INFORMATION TECHNOLOGY SECURITY SPECIALIST, LEVEL I.

5.6.3.1 Experience: At least three years of experience working in information technology of which at least 1 year involved administering or supporting the administration of system security is required. Must demonstrate good communication skills.

5.6.3.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

5.6.3.3 Duties: Under close supervision, processes requests for adding, changing, or removing users' access to the computer system. Answers users' security-related questions and assists them in resolving problems related to access and use of automated security systems. Provides management with status of projects, problems or other outstanding project related issues.

5.6.4 Skill W – INFORMATION TECHNOLOGY TECHNICAL SPECIALIST, LEVEL III:

5.6.4.1 Experience: At least ten years of progressive experience is required in information technology system analysis, programming, or specialty. At least eight years must be intensive and progressive experience as described in the task including one year covering circumstances similar to the task requirement. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.6.4.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience.

5.6.4.3 Duties: Provides unique IT system analysis, design, documentation, and implementation assistance on problems, which require in-depth, state-of-the-art knowledge of a specialized IT discipline for effective implementation. Such specialized knowledge can only be achieved through intensive, extensive, and continuous application of the specialty at a level far exceeding that of the more general and broad based IT requirements of the analyst/programmer. May participate in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Prepares and delivers presentations and briefings as required by the task. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.6.5 Skill X – INFORMATION TECHNOLOGY TECHNICAL SPECIALIST, LEVEL II:

5.6.5.1 Experience: At least nine years of progressive experience is required in information technology system analysis, programming, or specialty. At least seven years must be intensive and progressive experience as

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

described in the task including one year covering circumstances similar to the task requirement. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.6.5.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience.

5.6.5.3 Duties: Provides unique IT system analysis, design, documentation, and implementation assistance on problems, which require in-depth, state-of-the-art knowledge of a specialized IT discipline for effective implementation. Such specialized knowledge can only be achieved through intensive, extensive, and continuous application of the specialty at a level exceeding that of the more general and broad based IT requirements of the analyst/programmer. May participate in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Prepares and delivers presentations and briefings as required by the task. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.6.6 Skill Y – INFORMATION TECHNOLOGY TECHNICAL SPECIALIST, LEVEL I:

5.6.6.1 Experience: At least eight years of progressive experience is required in IT system analysis, programming, or specialty. At least six years must be intensive and progressive experience as described in the task including one year covering circumstances similar to the task requirement. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.6.6.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience.

5.6.6.3 Duties: Provides unique IT system analysis, design, programming, documentation, and implementation assistance on problems, which require in-depth, state-of-the-art knowledge of a specialized IT discipline for effective implementation. Such specialized knowledge can only be achieved through intensive, extensive, and continuous application of the specialty at a level equal to or exceeding that of the more general and broad based IT requirements of the analyst/programmer. Applies higher-level business and data manipulation principles and methods to difficult technical problems to arrive at automated solutions. Designs charts and graphs to record results. May participate in all phases of software development with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Prepares and delivers presentations and briefings as required by the task. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains system security.

5.6.7 Skill Z – INFORMATION TECHNOLOGY TRAINING SPECIALIST:

5.6.7.1 Experience: At least six years of experience analyzing needs, developing and presenting training is required. Three years must be IT specific training and in an adult education environment. Must demonstrate good communication skills and the ability to work independently or under general direction only.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.6.7.2 Minimum Education: A Bachelor’s degree in English, communications or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience.

5.6.7.3 Duties: Gathers and documents need for IT training and proposes feasible solutions. Designs, develops, and presents IT training in either classroom and/or computer-based setting. Coordinates classes, tracks and reports attendance, assesses employee progress and IT training program effectiveness. Improves/updates materials based on feedback and changes to IT training program. Complies with Federal law and policy regarding training. Requires substantial knowledge of computer systems.

5.6.8 Skill AA – PROJECT MANAGER:

5.6.8.1 Experience: At least seven years of demonstrated experience is required in project management. Three years must be non-overlapping project management experience in information technology projects. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.6.8.2 Minimum Education: A Bachelor’s degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for project management experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience. Must be certified as a Project Management Professional (PMP) and approved through the Project Management Institute (PMI).

5.6.8.3 Duties: Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Plans, organizes and controls work activities of the project. Interfaces with all areas affected by the project including end users, computer services and client services. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensure adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks, and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analyses and solutions of problems.

5.7 CATEGORY V – HELP DESK AND OFFICE AUTOMATION SERIES
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Skill Identifier	Skill Name	Exp Rqmnts (years)	Educ/Trng Sub (months)
AB	Help Desk Specialist, Level III	5	H.S. Graduate
AC	Help Desk Specialist, Level II	2	H.S. Graduate
AD	Help Desk Specialist, Level I	None	H.S. Graduate
AE	Office Automation Specialist, Level IV (MCSE or Novell CNE Certified)	7	24
AF	Office Automation Specialist, Level III	7	24
AG	Office Automation Specialist, Level II	5	18
AH	Office Automation Specialist, Level I	3	12

5.7.1 Skill AB - HELP DESK SPECIALIST, LEVEL III.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.7.1.1 Experience: At least five years of experience is required operating a computer system console of which at least 2 years must have been as a Help Desk Specialist. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.7.1.2 Minimum Education: High School graduate.

5.7.1.3 Duties: Assists customers experiencing problems with accessing or using computer resources. Resolves routine and minor technical problems related to mainframe, Local Area Network (LAN) servers, and telecommunications, and exercises judgment in escalating problems to appropriate technical personnel. Documents calls using automated problem management software. Maintains up-to-date escalation list of FAA, contractor, and vendor personnel. Monitors and reports on systems' operational status. Produces standard and ad-hoc reports from the problem management system database. Participates in maintaining Standard Operating Procedures (SOP) for the FAA Help Desk. Mounts tapes and submits jobs, performs tape backups, and maintains tape library. Arranges and schedules retransmission of data. Performs general operational tasks on mainframe, client-server and LAN server computer systems.

5.7.2 Skill AC - HELP DESK SPECIALIST, LEVEL II.

5.7.2.1 Experience: At least two years of experience is required operating a computer system console of which at least 6 months must have been as a Help Desk Specialist. Must demonstrate good communication skills and the ability to work independently or under general direction only

5.7.2.2 Minimum Education: High School graduate.

5.7.2.3 Duties: Under general supervision, assists customers experiencing problems with accessing or using computer resources. Resolves routine and minor technical problems related to mainframe, Local Area Network (LAN) servers, and telecommunications and exercises judgment in escalating problems to appropriate technical personnel. Documents calls using automated problem management software. Maintains up-to-date escalation list of FAA, contractor, and vendor personnel. Monitors and reports on systems' operational status. Produces standard and ad-hoc reports from the problem management system database.

5.7.3 Skill AD - HELP DESK SPECIALIST, LEVEL I.

5.7.3.1 Experience: No experience required. Must demonstrate good communication skills.

5.7.3.2 Minimum Education: High School graduate.

5.7.3.3 Duties: Under close supervision, assists customers experiencing problems with accessing or using computer resources. Resolves routine non-technical problems (i.e., reset password) following documented procedures and refers problems of a technical nature to appropriate personnel. Documents calls using automated problem management software.

5.7.4 Skill AE - OFFICE AUTOMATION SPECIALIST, LEVEL IV.

5.7.4.1 Experience: At least seven years progressive experience in IT systems analysis, programming, or office automation is required. At least three years must be intensive and progressive experience in office

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

automation. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.7.4.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience. Must be certified as a Microsoft Certified Systems Engineer (MCSE) or Novell Certified Network Engineer (CNE).

5.7.4.3 Duties: Designs local area networks for servers and personal computers for office settings. Performs installation as required by the manufacturer, configuration management, and ensures all systems perform as ordered. Provides detailed assistance in maintenance, administration, and operation of servers and personal computer software. Performs detailed comparisons of various office automation approaches. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains local area network security.

5.7.5 Skill AF - OFFICE AUTOMATION SPECIALIST, LEVEL III.

5.7.5.1 Experience: At least seven years progressive experience in IT systems analysis, programming, or office automation is required. At least three years must be intensive and progressive experience in office automation. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.7.5.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for office automation experience at the rate of 1 year formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.7.5.3 Duties: Designs local area networks of servers and personal computers for office settings. Performs installation as required by the manufacturer, configuration management, and ensures all systems perform as ordered. Provides detailed assistance in maintenance, administration, and operation of server and personal computer software. Performs detailed comparisons of various office automation approaches. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains local area network security.

5.7.6 Skill AG - OFFICE AUTOMATION SPECIALIST, LEVEL II.

5.7.6.1 Experience: At least five years progressive experience is required in IT systems analysis, programming, or office automation. At least two years must be intensive and progressive experience in office automation. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.7.6.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for office automation experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution of education or training for experience.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.7.6.3 Duties: Under general supervision, designs local area networks of mini/micro computers for office settings. Performs installation as required by the manufacturer, configuration management, and ensures all systems perform as ordered. Provides detailed assistance in maintenance, administration, and operation of mini/micro software. Performs detailed comparisons of various office automation approaches. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains local area network security

5.7.7 Skill AH - OFFICE AUTOMATION SPECIALIST, LEVEL I.

5.7.7.1 Experience: At least three years of progressive experience is required in IT system analysis, programming, or office automation. At least one year must be intensive and progressive experience in office automation. Must demonstrate good communication skills.

5.7.7.2 Minimum Education: A Bachelor's degree in computer science, information systems, or other related discipline is required. Directly related education or training can be substituted for office automation experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

5.7.7.3 Duties: Under close supervision, designs local area networks of mini/micro computers for office settings. Performs installation as required by the manufacturer, configuration management, and ensures all systems perform as ordered. Provides detailed assistance in maintenance, administration, and operation of mini/micro software. Performs detailed comparisons of various office automation approaches. Provides management with status of projects, problems or other outstanding project related issues. Establishes and maintains local area network security

5.8	CATEGORY VI – FUNCTIONAL ANALYST SERIES
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Skill Identifier	Skill Name	Exp Rqmnt (years)	Educ/Trng Sub (months)
AI	Functional Analyst, Level IV	10	24
AJ	Functional Analyst, Level III	9	24
AK	Functional Analyst, Level II	8	24
AL	Functional Analyst, Level I	7	24

5.8.1 Skill AI - FUNCTIONAL ANALYST, LEVEL IV:

5.8.1.1 Experience: At least ten years of progressive experience in respective area (i.e., accounting, human resources, logistics, etc.) is required. Must have a detailed knowledge of respective organizational practices, procedures, policies and methodologies pertaining to the management and administration of automated Government systems. Must have experience in Governmental procedures and policies and demonstrate good communication skills and the ability to work independently or under general direction only.

5.8.1.2 Minimum Education: A Bachelor's degree in computer science, information systems, accounting, human resources, or other related discipline is required. Directly related education or training can be substituted for functional analyst experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.8.1.3 Duties: Works closely with systems analysts and applies experience of respective functional area (i.e., accounting, human resources, logistics, etc.) to system analysis and design areas for large scale, complex systems. Analyzes problem areas and postulates feasible solutions. Provides assistance in the development of design deliverables. Participates in and conducts structured project reviews (walk through). Provides management with status of projects, problems or other outstanding project related issues.

5.8.2 Skill AJ - FUNCTIONAL ANALYST, LEVEL III:

5.8.2.1 Experience: At least nine years of progressive experience in respective area (i.e., accounting, human resources, logistics, etc.) is required. Must have a detailed knowledge of respective organizational practices, procedures, policies, and methodologies pertaining to the management and administration of automated Government systems. Must have experience in Governmental procedures and policies and demonstrate good communication skills and the ability to work independently or under general direction only.

5.8.2.2 Minimum Education: A Bachelor's degree in computer science, information systems, accounting, human resources, or other related discipline is required. Directly related education or training can be substituted for functional analyst experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.8.2.3 Duties: Works closely with system analysts and applies experience of respective functional area (i.e., accounting, human resources, logistics, etc.) to system analysis and design areas for large scale, complex systems. Analyzes problem areas and postulates feasible solutions. Works closely with system analysts. Provides assistance in the development of design deliverables. Participates in and conducts structured project reviews (walk through). Provides management with status of projects, problems or other outstanding project related issues.

5.8.3 Skill AK - FUNCTIONAL ANALYST, LEVEL II:

5.8.3.1 Experience: At least eight years of progressive experience in respective area (i.e., accounting, human resources, logistics, etc.) is required. Must have a detailed knowledge of respective organizational practices, procedures, policies, and methodologies pertaining to the management and administration of automated Government systems. Must have experience in Governmental procedures and policies and demonstrate good communication skills and the ability to work independently or under general direction only.

5.8.3.2 Minimum Education: A Bachelor's degree in computer science, information systems, accounting, human resources, or other related discipline is required. Directly related education or training can be substituted for functional analyst experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.8.3.3 Duties: Works closely with systems analyst and applies experience of respective functional area (i.e., accounting, human resources, logistics, etc.) to system analysis and design areas for large scale, complex systems. Analyzes problem areas and postulates feasible solutions. Participates in and conducts structured project reviews (walk through). Provides assistance in the development of design deliverables. Provides management with status of projects, problems or other outstanding project related issues.

5.8.4 Skill AL - FUNCTIONAL ANALYST, LEVEL I:

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.8.4.1 Experience: At least seven years of progressive experience in respective area (i.e., accounting, human resources, logistics, etc.) is required. Must have a detailed knowledge of respective organizational practices, procedures, policies, and methodologies pertaining to the management and administration of automated Government systems. Must have experience in Governmental procedures and policies and demonstrate good communication skills and the ability to work independently or under general direction only.

5.8.4.2 Minimum Education: A Bachelor's degree in computer science, information systems, accounting, human resources, or other related discipline is required. Directly related education or training can be substituted for functional analyst experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution of education or training for experience.

5.8.4.3 Duties: Works closely with systems analyst and applies experience of respective functional area (i.e., accounting, human resources, logistics, etc.) to system analysis and design areas for large scale, complex systems. Analyzes problem areas and postulates feasible solutions. Participates in and conducts structured project reviews (walk through). Provides assistance in the development of design deliverables. Provides management with status of projects, problems or other outstanding project related issues.

5.9	CATEGORY VII – INFORMATION ENGINEER SERIES
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Skill Identifier	Skill Name	Exp Rqmnt (years)	Educ/Trng Sub (months)
AM	Information Engineer, Level IV	12	24
AN	Information Engineer, Level III	10	24
AO	Information Engineer, Level II	8	24
AP	Information Engineer, Level I	6	21

5.9.1 Skill AM – INFORMATION ENGINEER, LEVEL IV:

5.9.1.1 Experience: At least twelve years of demonstrated experience is required in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. A minimum of ten years must be intensive and progressive experience in managing the implementation of information engineering projects; systems analysis, design and programming; client/server environments; and as specified in the task. Managerial and leadership skills must be proven as well as exceptional written and oral communications skills demonstrated (i.e., including providing formal presentations to diverse audiences).

5.9.1.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for information engineering experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience.

5.9.1.3 Duties: Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

develop migration, strategic, and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Recognized as an expert within professional societies by association, election to office, or lecturing at symposiums or seminars. Provides technical guidance in software engineering techniques and automated support tools. May participate in all phases of task performance with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Serves as team leader; provide highly complex technical guidance to professional team members, accountable for meeting schedules and cost objectives and for end results. Leads strategic planning for project/function; participates in task forces. Prepares and delivers presentations and briefings as required by the task. Provides management with updates on status of projects, problems or other outstanding project related issues.

5.9.2 Skill AN – INFORMATION ENGINEER, LEVEL III:

5.9.2.1 Experience: At least ten years of demonstrated experience is required in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. A minimum of eight years must be intensive and progressive experience in the implementation of information engineering projects; systems analysis, design and programming; systems planning; business information planning; and business analysis. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.9.2.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for information engineering experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience.

5.9.2.3 Duties: Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. May participate in all phases of task performance with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Prepares and delivers presentations and briefings as required by the task. Provides management with status of projects, problems or other outstanding project related issues.

5.9.3 Skill AO – INFORMATION ENGINEER, LEVEL II:

5.9.3.1 Experience: At least eight years of demonstrated experience is required in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. A minimum of six years must be intensive and progressive experience in the implementation of information engineering projects; systems analysis, design and programming; systems planning; business information planning; and business analysis. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.9.3.2 Minimum Education: A Bachelor's degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for information

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

engineering experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 24 months substitution of education or training for experience.

5.9.3.3 Duties: Provides unique information systems analysis, design, documentation, and implementation assistance on problems, which require in-depth, state-of-the-art knowledge of a specialized information engineering discipline for effective implementation. Such specialized knowledge can only be achieved through intensive, extensive, and continuous application of the specialty at a level far exceeding that of the more general and broad based information engineering requirements of the analyst/programmer. May participate in all phases of task performance with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Prepares and delivers presentations and briefings as required by the task. Provides management with status of projects, problems or other outstanding project related issues.

5.9.4 Skill AP – INFORMATION ENGINEER, LEVEL I:

5.9.4.1 Experience: At least six years of demonstrated experience is required in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. A minimum of four years must be intensive and progressive experience in the implementation of information engineering projects; systems analysis, design and programming; systems planning; business information planning; and business analysis. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.9.4.2 Minimum Education: A Bachelor’s degree in computer science, information systems, engineering, or other related discipline is required. Directly related education or training can be substituted for information engineering experience at the rate of 1 year of formal education equals 9 months of experience not to exceed a total of 21 months substitution of education or training for experience.

5.9.4.3 Duties: Provides unique information systems analysis, design, documentation, and implementation assistance on problems, which require in-depth, state-of-the-art knowledge of a specialized information engineering discipline for effective implementation. Such specialized knowledge can only be achieved through intensive, extensive, and continuous application of the specialty at a level far exceeding that of the more general and broad based information engineering requirements of the analyst/programmer. May participate in all phases of task performance with emphasis on requirements development, planning, analysis and design, and testing and acceptance phases. Prepares and delivers presentations and briefings as required by the task order. Provides management with status of projects, problems or other outstanding project related issues.

5.10	CATEGORY VIII – COMPUTER OPERATOR SERIES
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Skill Identifier	Skill Name	Exp Rqmnt (years)	Educ/Trng Sub (months)
AQ	Computer Operator, Level IV	7	H.S. Graduate
AR	Computer Operator, Level III	5	H.S. Graduate
AS	Computer Operator, Level II	3	H.S. Graduate
AT	Computer Operator, Level I	2	H.S. Graduate

5.10.1 Skill AQ – COMPUTER OPERATOR, LEVEL IV:

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.10.1.1 Experience: Seven years is required in the operations of a large-scale computer system or a multi-server local area network and at least five years in a supervisory role. Knowledge of hardware, software and operating systems is required. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.10.1.2 Minimum Education: Must be a high school graduate or equivalent.

5.10.1.3 Duties: Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. If assigned as a Task Leader, supervises staff operations.

5.10.2 Skill AR - COMPUTER OPERATOR, LEVEL III:

5.10.2.1 Experience: Five years is required in operating medium and large-scale computer systems. Must be familiar with all normal operating procedures.

5.10.2.2 Minimum Education: Must be a high school graduate or equivalent.

5.10.2.3 Duties: Operates computer consoles and peripheral equipment.

5.10.3 Skill AS - COMPUTER OPERATOR, LEVEL II:

5.10.3.1 Experience: Three years is required in operating medium and large-scale computer systems. Must be familiar with all normal operating procedures.

5.10.3.2 Minimum Education: Must be a high school graduate or equivalent.

5.10.3.3 Duties: Under general supervision, operates computer consoles and peripheral equipment.

5.10.4 Skill AT - COMPUTER OPERATOR, LEVEL I:

5.10.4.1 Experience: Two years is required in operating medium and large-scale computer systems. Must be familiar with all normal operating procedures.

5.10.4.2 Minimum Education: Must be a high school graduate or equivalent.

5.10.4.3 Duties: Under close supervision, operates computer consoles and peripheral equipment.

5.11 CATEGORY IX – TECHNICAL SUPPORT SERIES

Skill Identifier	Skill Name	Exp Rqmnt (years)	Educ/Trng Sub (months)
AU	Technical Typist	1	6
AV	Technical Writer, Level II	5	18
AW	Technical Writer, Level I	3	12

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

AX	Video Production Assistant	3	12
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5.11.1 Skill AU - TECHNICAL TYPIST:

5.11.1.1 Experience: One year of technical typing is required.

5.11.1.2 Minimum Education: Must be a high school graduate or equivalent. Formal specialized training beyond high school may be substituted on the basis of 1 month of training for each month of experience not to exceed 6 months substitution of education or training for experience. Must demonstrate good communication skills.

5.11.1.3 Duties: Prepares draft and final-form technical documents, which will become deliverables under the task. Must be capable of typing at least 60 words per minute, using the type of word processing software specified in the task SOW, and typing technical narratives and data. Responsible for the spelling, grammar, proper format, and proofreading of finished documents.

5.11.2 Skill AV - TECHNICAL WRITER, LEVEL II:

5.11.2.1 Experience: Five years of IT technical writing and documentation experience, graphics and presentation support, and/or maintenance of website content is required. Must have substantial knowledge of the capabilities of computer systems and demonstrate good communication skills and the ability to work independently or under general direction only.

5.11.2.2 Minimum Education: A Bachelor's degree in English, communications, or other related discipline is required. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution of education or training for experience.

5.11.2.3 Duties: Researches and writes documentation for IT systems including operations, procedures, standards, process guides, configuration management, program reports, etc., for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Creates and provides graphic support of technical information for both technical and non-technical personnel. Maintains web content of a website including the collection of current or updated information.

5.11.3 Skill AW - TECHNICAL WRITER, LEVEL I:

5.11.3.1 Experience: Three years of technical writing and documentation experience is required. A minimum of one year must be in IT technical documentation. Must have substantial knowledge of the capabilities of computer systems and demonstrate good communication skills and the ability to work independently or under general direction only.

5.11.3.2 Minimum Education: A Bachelor's degree in English, communications, or other related discipline is desired. Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

**PERFORMANCE WORK STATEMENT
 INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
 MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.11.3.3 Duties: Prepares, writes, and edits IT documentation including graphic presentation of information, which incorporates information provided by the user, specialist, analyst, programmer, and operations personnel. Interprets technical documentation standards and prepares documentation according to standards. Documentation is for both technical and non-technical personnel.

5.11.4 Skill AX – VIDEO PRODUCTION ASSISTANT:

5.11.4.1 Experience: A total of three years of progressive experience is required developing products with a television/graphics production team that will meet or exceed commercial broadcast and comparable contractor standards, as specified in the task SOW. Demonstrated experience must be work of a technical nature. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.11.4.2 Minimum Education: Directly related education or training can be substituted for experience at the rate of 1 year of formal education equals 6 months of experience, not to exceed a total of 12 months substitution of education or training for experience.

5.11.4.3 Duties: Assists the team in all aspects of video production. Duties include but are not limited to, setup and tear down remote and in studio production equipment (i.e., lighting, cameras, teleprompter, tripods, etc.). Videotape scenes according to script and/or shot sheet, utilizing industry standard broadcast video cameras. Striking sets using proper lighting techniques. Captioning master tape in compliance with Section 508 standards. Perform preventive maintenance on VCR's and cameras in concurrence with product manuals.

5.12	CATEGORY X – TELECOMMUNICATIONS SERIES
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Skill Identifier	Skill Name	Exp Rqmnt (years)	Educ/Trng Sub (months)
AY	Telecommunications Specialist, Level VI	8	24
AZ	Telecommunications Specialist, Level V	7	24
BA	Telecommunications Specialist, Level IV	5	18
BB	Telecommunications Specialist, Level III	3	18
BC	Telecommunications Specialist, Level II	1	6
BD	Telecommunications Specialist, Level I	None	H.S. Graduate

5.12.1 Skill AY - TELECOMMUNICATIONS SPECIALIST, LEVEL VI:

5.12.1.1 Experience: At least eight years of progressive experience in data network and infrastructure design; and Internet/intranet telecommunications, including contemporary data, network design and configuration; and Internet/intranet telecommunications hardware and software is required. Must be able to evaluate, analyze, develop, manage, and improve communication systems procedures and requirements as outlined in the task order. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.12.1.2 Minimum Education: A Bachelor's degree in telecommunications or other related IT sciences is required. Directly related education or training may be substituted for data telecommunications experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution.

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

5.12.1.3 Duties: Performs systems analysis, including design and documentation. Interacts with and provides services to various Government agencies, public utilities, contractors, vendors, architects, and engineers. Develops plans, standards, policies, and documentation for new and existing data/network and Internet telecommunications program requests as outlined in the task order. Prepares and presents briefings as required by the Task Leader.

5.12.2 Skill AZ - TELECOMMUNICATIONS SPECIALIST, LEVEL V:

5.12.2.1 Experience: Seven years of progressive experience in voice and data telecommunications, including contemporary voice and data telecommunication hardware and software is required. Must be able to evaluate, analyze, develop, manage, or improve communication systems, procedures, and requirements as outlined in the task order. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.12.2.2 Minimum Education: A Bachelor's degree in telecommunications or other related IT sciences is required. Directly related education or training may be substituted for voice and data telecommunications experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 24 months substitution.

5.12.2.3 Duties: Performs systems analysis, including design and documentation. Interacts with and provides services to various Government agencies, public utilities, contractors, vendors, architects, and engineers. Develops plans, standards, policies, and documentation for new and existing voice/data telecommunication program requests as outlined in each task order. Prepares and presents briefings as required by the Task Leader.

5.12.3 Skill BA - TELECOMMUNICATIONS SPECIALIST, LEVEL IV:

5.12.3.1 Experience: Five years of progressive experience in voice and data telecommunications is required. Must be able to evaluate, analyze, develop, manage, or improve communication systems, procedures, and requirements as outlined in the task order. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.12.3.2 Minimum Education: High School graduate or equivalent is required. Directly related education or training may be substituted for voice and data telecommunications experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution.

5.12.3.3 Duties: Uses experience in a major area of voice and data telecommunication specialization, to develop voice and data telecommunication policy, technology, and programs. Must be able to develop independent solutions to problems, and interface with other voice and data telecommunication specialists to make decisions or recommendations to significantly change, interpret, or develop policies or programs. Interacts with and provides services to various Government agencies, vendors, engineers, architects, and the general public when a requirement is identified.

5.12.4 Skill BB - TELECOMMUNICATIONS SPECIALIST, LEVEL III:

5.12.4.1 Experience: Three years of progressive experience in voice and data telecommunications is required. Must be able to evaluate, analyze, develop, manage, or improve communication systems, procedures, and

**PERFORMANCE WORK STATEMENT
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES FOR THE
MIKE MONRONEY AERONAUTICAL CENTER, OKLAHOMA CITY, OKLAHOMA**

requirements as outlined in the task order. Must demonstrate good communication skills and the ability to work independently or under general direction only.

5.12.4.2 Minimum Education: High School graduate or equivalent is required. Directly related education or training may be substituted for voice and data telecommunications experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 18 months substitution.

5.12.4.3 Duties: Uses knowledge of a wide range of voice and data telecommunication concepts, principles and practices or in-depth knowledge in a particular functional area of voice and data telecommunications, to accomplish work processes through the use of voice and data telecommunication devices, methods, services, and facilities. Reviews, analyzes, and resolves difficult and complex voice and data telecommunication problems as outlined in each task(s). Has extended contact with personnel outside the office, agency, headquarters, regions, etc.

5.12.5 Skill BC - TELECOMMUNICATIONS SPECIALIST, LEVEL II:

5.12.5.1 Experience: One year of experience in voice and data telecommunications is required. Must be able to evaluate, analyze, develop, or improve communication systems, procedures, and requirements as outlined in the task order. Must demonstrate good communication skills.

5.12.5.2 Minimum Education: High School graduate or equivalent is required. Directly related education or training may be substituted for voice and data telecommunications experience at the rate of 1 year of formal education equals 9 months of experience, not to exceed a total of 6 months substitution.

5.12.5.3 Duties: Under general supervision, applies practical knowledge of commonly applied voice and data telecommunication principles, concepts, and methodologies in performing independent work involving specified segments of large projects or taking full responsibility for well-defined projects as outlined in each task order. Has progressive contact with members of the general public, agency, and outside the immediate organization. Conducts training on specialized material dealing with activities within the scope of the task order.

5.12.6 Skill BD - TELECOMMUNICATIONS SPECIALIST, LEVEL I:

5.12.6.1 Experience: No experience is required. Must possess good communication skills.

5.12.6.2 Minimum Education: High School graduate or equivalent is required.

5.12.6.3 Duties: Under close supervision, assists the lead Telecommunications Specialists, Level IV/V/VI, in accomplishing the duties assigned. Deals with employees within the immediate organization, office, project or work unit, and in related or support units.

94-2432 OK, OKLAHOMA CITY

WAGE DETERMINATION NO: 94-2432 REV (17) AREA: OK, OKLAHOMA CITY

HEALTH AND WELFARE LEVEL - TOTAL BENEFIT **OTHER WELFARE LEVEL WD:94-2431

REGISTER OF WAGE DETERMINATIONS UNDER	U. S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT	EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor	WAGE AND HOUR DIVISION
	WASHINGTON D.C. 20210

William W. Gross	Division of	Wage Determination No.: 1994-2432
Director	Wage Determinations	Revision No.: 17
		Date Of Revision: 07/09/2004

State: Oklahoma

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	10.67
01012 - Accounting Clerk II	11.737
01013 - Accounting Clerk III	13.721
01014 - Accounting Clerk IV	18.28
01030 - Court Reporter	16.775
01050 - Dispatcher, Motor Vehicle	14.81
01060 - Document Preparation Clerk	11.99
01070 - Messenger (Courier)	9.49
01090 - Duplicating Machine Operator	11.456
01110 - Film/Tape Librarian	11.96
01115 - General Clerk I	9.11
01116 - General Clerk II	9.87
01117 - General Clerk III	12.50
01118 - General Clerk IV	18.00
01120 - Housing Referral Assistant	18.26
01131 - Key Entry Operator I	8.96
01132 - Key Entry Operator II	10.485
01191 - Order Clerk I	10.18
01192 - Order Clerk II	14.08
01261 - Personnel Assistant (Employment) I	12.388
01262 - Personnel Assistant (Employment) II	13.519
01263 - Personnel Assistant (Employment) III	15.157
01264 - Personnel Assistant (Employment) IV	17.578
01270 - Production Control Clerk	17.322
01290 - Rental Clerk	11.579
01300 - Scheduler, Maintenance	12.64
01311 - Secretary I	12.64
01312 - Secretary II	15.76
01313 - Secretary III	18.26
01314 - Secretary IV	20.53
01315 - Secretary V	21.74
01320 - Service Order Dispatcher	13.07
01341 - Stenographer I	11.31
01342 - Stenographer II	13.31
01400 - Supply Technician	20.53

01420	- Survey Worker (Interviewer)	13.25
01460	- Switchboard Operator-Receptionist	10.02
01510	- Test Examiner	15.76
01520	- Test Proctor	15.76
01531	- Travel Clerk I	10.37
01532	- Travel Clerk II	10.89
01533	- Travel Clerk III	11.42
01611	- Word Processor I	9.46
01612	- Word Processor II	11.33
01613	- Word Processor III	12.24
03000	- Automatic Data Processing Occupations	
03010	- Computer Data Librarian	9.77
03041	- Computer Operator I	11.33
03042	- Computer Operator II	13.95
03043	- Computer Operator III	18.70
03044	- Computer Operator IV	20.23
03045	- Computer Operator V	22.41
03071	- Computer Programmer I (1)	19.89
03072	- Computer Programmer II (1)	22.83
03073	- Computer Programmer III (1)	27.62
03074	- Computer Programmer IV (1)	27.62
03101	- Computer Systems Analyst I (1)	24.30
03102	- Computer Systems Analyst II (1)	27.20
03103	- Computer Systems Analyst III (1)	27.62
03160	- Peripheral Equipment Operator	11.33
05000	- Automotive Service Occupations	
05005	- Automotive Body Repairer, Fiberglass	15.64
05010	- Automotive Glass Installer	15.47
05040	- Automotive Worker	14.08
05070	- Electrician, Automotive	16.35
05100	- Mobile Equipment Servicer	12.54
05130	- Motor Equipment Metal Mechanic	15.64
05160	- Motor Equipment Metal Worker	14.08
05190	- Motor Vehicle Mechanic	15.64
05220	- Motor Vehicle Mechanic Helper	11.98
05250	- Motor Vehicle Upholstery Worker	13.31
05280	- Motor Vehicle Wrecker	14.08
05310	- Painter, Automotive	14.86
05340	- Radiator Repair Specialist	14.08
05370	- Tire Repairer	12.12
05400	- Transmission Repair Specialist	15.64
07000	- Food Preparation and Service Occupations	
(not set)	- Food Service Worker	6.87
07010	- Baker	9.04
07041	- Cook I	7.94
07042	- Cook II	9.56
07070	- Dishwasher	6.98
07130	- Meat Cutter	11.33
07250	- Waiter/Waitress	7.05
09000	- Furniture Maintenance and Repair Occupations	
09010	- Electrostatic Spray Painter	14.86
09040	- Furniture Handler	10.36
09070	- Furniture Refinisher	14.86
09100	- Furniture Refinisher Helper	11.75
09110	- Furniture Repairer, Minor	13.31
09130	- Upholsterer	14.86
11030	- General Services and Support Occupations	
11030	- Cleaner, Vehicles	8.67
11060	- Elevator Operator	8.51
11090	- Gardener	10.49
11121	- House Keeping Aid I	7.27
11122	- House Keeping Aid II	8.57
11150	- Janitor	8.51
11210	- Laborer, Grounds Maintenance	8.82
11240	- Maid or Houseman	7.27
11270	- Pest Controller	11.28
11300	- Refuse Collector	8.99

11330 - Tractor Operator	9.84
11360 - Window Cleaner	9.02
12000 - Health Occupations	
12020 - Dental Assistant	12.71
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.42
12071 - Licensed Practical Nurse I	11.21
12072 - Licensed Practical Nurse II	12.61
12073 - Licensed Practical Nurse III	14.10
12100 - Medical Assistant	10.20
12130 - Medical Laboratory Technician	12.57
12160 - Medical Record Clerk	11.24
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	7.72
12222 - Nursing Assistant II	8.68
12223 - Nursing Assistant III	9.48
12224 - Nursing Assistant IV	10.62
12250 - Pharmacy Technician	12.19
12280 - Phlebotomist	12.16
12311 - Registered Nurse I	18.34
12312 - Registered Nurse II	22.43
12313 - Registered Nurse II, Specialist	22.43
12314 - Registered Nurse III	27.13
12315 - Registered Nurse III, Anesthetist	27.13
12316 - Registered Nurse IV	32.53
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	16.49
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	18.70
13042 - Illustrator II	20.67
13043 - Illustrator III	25.81
13047 - Librarian	17.58
13050 - Library Technician	11.07
13071 - Photographer I	12.06
13072 - Photographer II	14.88
13073 - Photographer III	17.97
13074 - Photographer IV	22.44
13075 - Photographer V	25.75
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.19
15030 - Counter Attendant	7.19
15040 - Dry Cleaner	9.18
15070 - Finisher, Flatwork, Machine	7.19
15090 - Presser, Hand	7.19
15100 - Presser, Machine, Drycleaning	7.19
15130 - Presser, Machine, Shirts	7.19
15160 - Presser, Machine, Wearing Apparel, Laundry	7.19
15190 - Sewing Machine Operator	9.83
15220 - Tailor	10.49
15250 - Washer, Machine	7.87
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	17.99
19040 - Tool and Die Maker	24.44
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	15.51
21020 - Material Coordinator	17.33
21030 - Material Expediter	17.33
21040 - Material Handling Laborer	10.95
21050 - Order Filler	11.74
21071 - Forklift Operator	13.81
21080 - Production Line Worker (Food Processing)	13.81
21100 - Shipping/Receiving Clerk	11.78
21130 - Shipping Packer	11.78
21140 - Store Worker I	11.86
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	14.38
21210 - Tools and Parts Attendant	13.81

21400 - Warehouse Specialist	13.81
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	17.26
23040 - Aircraft Mechanic Helper	12.55
23050 - Aircraft Quality Control Inspector	17.56
23060 - Aircraft Servicer	14.21
23070 - Aircraft Worker	15.04
23100 - Appliance Mechanic	14.94
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	19.91
23130 - Carpenter, Maintenance	14.95
23140 - Carpet Layer	14.17
23160 - Electrician, Maintenance	17.07
23181 - Electronics Technician, Maintenance I	15.72
23182 - Electronics Technician, Maintenance II	22.61
23183 - Electronics Technician, Maintenance III	25.36
23260 - Fabric Worker	14.63
23290 - Fire Alarm System Mechanic	16.94
23310 - Fire Extinguisher Repairer	13.76
23340 - Fuel Distribution System Mechanic	19.03
23370 - General Maintenance Worker	14.08
23400 - Heating, Refrigeration and Air Conditioning Mechanic	15.64
23430 - Heavy Equipment Mechanic	15.64
23440 - Heavy Equipment Operator	16.82
23460 - Instrument Mechanic	17.02
23470 - Laborer	9.38
23500 - Locksmith	15.07
23530 - Machinery Maintenance Mechanic	16.70
23550 - Machinist, Maintenance	15.64
23580 - Maintenance Trades Helper	11.98
23640 - Millwright	16.24
23700 - Office Appliance Repairer	15.62
23740 - Painter, Aircraft	14.86
23760 - Painter, Maintenance	14.86
23790 - Pipefitter, Maintenance	18.73
23800 - Plumber, Maintenance	18.00
23820 - Pneudraulic Systems Mechanic	16.94
23850 - Rigger	17.75
23870 - Scale Mechanic	15.39
23890 - Sheet-Metal Worker, Maintenance	18.55
23910 - Small Engine Mechanic	15.49
23930 - Telecommunication Mechanic I	19.01
23931 - Telecommunication Mechanic II	19.93
23950 - Telephone Lineman	19.01
23960 - Welder, Combination, Maintenance	15.64
23965 - Well Driller	17.20
23970 - Woodcraft Worker	16.94
23980 - Woodworker	12.54
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	12.06
24600 - Chore Aid	7.94
24630 - Homemaker	15.64
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	20.34
25040 - Sewage Plant Operator	15.27
25070 - Stationary Engineer	21.76
25190 - Ventilation Equipment Tender	11.82
25210 - Water Treatment Plant Operator	14.86
27000 - Protective Service Occupations	
(not set) - Police Officer	19.37
27004 - Alarm Monitor	12.55
27006 - Corrections Officer	17.95
27010 - Court Security Officer	18.48
27040 - Detention Officer	17.95
27070 - Firefighter	17.58
27101 - Guard I	10.25

27102 - Guard II	15.03
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	17.37
28020 - Hatch Tender	16.72
28030 - Line Handler	16.72
28040 - Stevedore I	16.57
28050 - Stevedore II	18.50
29000 - Technical Occupations	
21150 - Graphic Artist	18.92
29010 - Air Traffic Control Specialist, Center (2)	30.50
29011 - Air Traffic Control Specialist, Station (2)	21.03
29012 - Air Traffic Control Specialist, Terminal (2)	23.16
29023 - Archeological Technician I	15.46
29024 - Archeological Technician II	18.59
29025 - Archeological Technician III	23.01
29030 - Cartographic Technician	21.63
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.02
29040 - Civil Engineering Technician	19.53
29061 - Drafter I	12.17
29062 - Drafter II	14.05
29063 - Drafter III	18.53
29064 - Drafter IV	21.63
29081 - Engineering Technician I	14.93
29082 - Engineering Technician II	18.70
29083 - Engineering Technician III	20.55
29084 - Engineering Technician IV	26.62
29085 - Engineering Technician V	30.72
29086 - Engineering Technician VI	35.25
29090 - Environmental Technician	18.73
29100 - Flight Simulator/Instructor (Pilot)	27.20
29160 - Instructor	19.76
29210 - Laboratory Technician	16.28
29240 - Mathematical Technician	22.75
29361 - Paralegal/Legal Assistant I	15.17
29362 - Paralegal/Legal Assistant II	19.77
29363 - Paralegal/Legal Assistant III	24.18
29364 - Paralegal/Legal Assistant IV	29.26
29390 - Photooptics Technician	21.63
29480 - Technical Writer	20.46
29491 - Unexploded Ordnance (UXO) Technician I	19.38
29492 - Unexploded Ordnance (UXO) Technician II	23.45
29493 - Unexploded Ordnance (UXO) Technician III	28.11
29494 - Unexploded (UXO) Safety Escort	19.38
29495 - Unexploded (UXO) Sweep Personnel	19.38
29620 - Weather Observer, Senior (3)	22.14
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	19.24
29622 - Weather Observer, Upper Air (3)	19.24
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	12.12
31260 - Parking and Lot Attendant	8.00
31290 - Shuttle Bus Driver	12.21
31300 - Taxi Driver	9.49
31361 - Truckdriver, Light Truck	12.21
31362 - Truckdriver, Medium Truck	13.79
31363 - Truckdriver, Heavy Truck	16.94
31364 - Truckdriver, Tractor-Trailer	16.94
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.96
99030 - Cashier	7.35
99041 - Carnival Equipment Operator	9.13
99042 - Carnival Equipment Repairer	9.82
99043 - Carnival Worker	7.15
99050 - Desk Clerk	8.41
99095 - Embalmer	19.38
99300 - Lifeguard	10.19
99310 - Mortician	21.48
99350 - Park Attendant (Aide)	12.79

99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.09
99500 - Recreation Specialist	11.65
99510 - Recycling Worker	10.19
99610 - Sales Clerk	10.81
99620 - School Crossing Guard (Crosswalk Attendant)	7.43
99630 - Sport Official	10.19
99658 - Survey Party Chief (Chief of Party)	21.47
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.31
99660 - Surveying Aide	12.07
99690 - Swimming Pool Operator	12.58
99720 - Vending Machine Attendant	10.45
99730 - Vending Machine Repairer	12.58
99740 - Vending Machine Repairer Helper	10.16

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.59 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444

should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

SCREENING STANDARDS-CONTRACTOR

1. Record of conviction for illegal use or possession of intoxicants;
2. Record of conviction for illegal use, possession, or sale of controlled substances or marijuana;
3. Record of conviction of criminal behavior relating to immoral conduct, such as child molestation, rape, sexual assault, incest, bestiality, indecent exposure, lewd acts, etc.;
4. Record of conviction of criminal behavior relating to dishonesty, such as theft, larceny, burglary, robbery, forgery, extortion, counterfeiting, blackmail, fraud, conversion, sale, or possession of stolen property, embezzlement, etc.;
5. Record of conviction for criminally disruptive or violent behavior, such as assault, battery, kidnapping, abduction, murder, rape, arson, vandalism, voluntary manslaughter, child abuse, etc.;
6. Record of conviction for illegal use, possession, manufacture, or sale of firearms or explosives.
7. Violation of Hatch Act restrictions (5 U.S.C. Chapter 73), mutilation/destruction of public records, striking against the Government, desertion from the military, disregard for debts, engaging in riots or civil disorders, or a pattern of unemployability based upon misconduct or delinquency as reflected in employment history.

***ADJUDICATIVE STANDARDS: ISSUES**

Major issues or conduct which standing alone would be disqualifying under suitability, for any position is a conviction record within the past 9 years, particularly for issues 1, 2, 4, 5, 6, or 8. In addition, a pattern is defined as two or more convictions or a combination of two or more issues of any or all of the items listed below.

1. **Issues related to use or possession of intoxicants:**
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; and (6) health.
2. **Issues related to illegal use/possession of controlled substances or marijuana:**
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; (6) health; (7) manufacturing; (8) addiction; (9) importing/trafficking; and (10) cultivating for sale.
3. **Issues related to financial responsibility:**
Pattern of irresponsibility as reflected in (1) credit history; (2) disregard for debts; (3) abuse of fiduciary trust; and (4) continuing, major, valid liabilities.
4. **Issues related to immoral conduct:**
Pattern of misconduct as reflected in (1) conviction record; (2) medical treatment; (3) public knowledge; (4) child molestation; (5) sexual assault statutory rape; (6) incest; and (7) bestiality.
5. **Issues related to honesty:**
Pattern of dishonesty as reflected in (1) disregard for truth; (2) conviction records; (3) abuse of trust; (4) employment records; (5) blackmail; (6) counterfeiting; (7) extortion; (8) armed robbery; and (9) intentional false statement or deception or fraud in examination or appointment.
6. **Issues related to disruptive or violent behavior:**
Pattern of violence as reflected in (1) conviction record; (2) disregard for life or property; (3) civil actions; (4) employment record; (5) medical record; (6) aggravated assault; (7) assault with a deadly weapon; (8) assault with intent to commit rape; (9) kidnapping/abduction; (10) murder; (11) rape; (12) arson; (13) threat or assault upon a public official; (14) voluntary manslaughter; and (15) child abuse.
7. **Issues related to termination or forced resignation:**
Pattern of unemployability based on misconduct or delinquency as reflected in employment history.
8. **Issues related to firearms/weapons:**
Improper/illegal sale or transportation of firearm or explosive; manufacture of firearms or explosives.
9. **Miscellaneous issues:**
Hatch Act violation; (2) mutilation/destruction of public records; (3) engaging in riots or civil disorders; (4) striking against Government; and (5) desertion.

SKILL CATEGORY DESIGNATION (EXEMPT/NONEXEMPT)
SIR/RFO No. DTFAAC-04-R-00650

NOTICE: This document corresponds to **AMS Clause 3.6.2-28, Service Contract Act of 1965, as Amended** (April 1996), and to **AMS Clause 3.6.2-30, Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multiple Year and Option contracts)**(April 1996), and to the **U.S. Department of Labor Wage Determination No. 94-2432, Revision No. 16**. It must be completed by each offeror and returned as part of volume III, Cost/Price Information, L.3(f).

This contract is subject to the Service Contract Act of 1965, as amended (41 U.S.C. 351 et seq.). Every service employee performing work under a service contract in excess of \$2,500 must be paid not less than the minimum prevailing wage rate and fringe benefits unless a specific exemption applies. The contractor must identify exempt/nonexempt skill categories below. Every nonexempt skill category should indicate the corresponding Department of Labor Occupation Title and Code.

<u>Discipline (Skill)</u>	<u>Department of Labor Occupation Title and Code</u>	<u>Exempt/Nonexempt</u>
Programmer and System Analyst		
Programmer, Level III		Exempt
Programmer, Level II		Exempt
Programmer, Level I		Exempt
System Analyst/Programmer, Level V		Exempt
System Analyst/Programmer, Level IV		Exempt
System Analyst/Programmer, Level III		Exempt
System Analyst/Programmer, Level II		Exempt
System Analyst/Programmer, Level I		Exempt
Web Support		
Web Developer, Level III		Exempt
Web Developer, Level II		Exempt
Web Developer, Level I		Exempt
Web Technical Administrator		Exempt
Data Base and System Administrator		
Data Base Administrator, Level III		Exempt
Data Base Administrator, Level II		Exempt
Data Base Administrator, Level I		Exempt
System Administrator, Level IV		Exempt
System Administrator, Level III		Exempt
System Administrator, Level II		Exempt
System Administrator, Level I		Exempt
Information Technology (IT) Specialists		
IT Security Specialist, Level III		Exempt
IT Security Specialist, Level II		Exempt
IT Security Specialist, Level I		Exempt
IT Technical Specialist, Level III		Exempt
IT Technical Specialist, Level II		Exempt
IT Technical Specialist, Level I		Exempt
IT Training Specialist		Exempt
Project Manager		Exempt

<u>Discipline (Skill)</u>	<u>Department of Labor Occupation Title and Code</u>	<u>Exempt/Nonexempt</u>
Help Desk and Office Automation		
Help Desk Specialist, III		Exempt
Help Desk Specialist, II	03042 - Computer Operator II	Non-Exempt
Help Desk Specialist, I	03041 - Computer Operator I	Non-Exempt
Office Automation Specialist, Level IV		Exempt
Office Automation Specialist, Level III		Exempt
Office Automation Specialist, Level II		Exempt
Office Automation Specialist, Level I		Exempt
Functional Analyst		
Functional Analyst, Level IV		
Functional Analyst, Level III		Exempt
Functional Analyst, Level II		Exempt
Functional Analyst, Level I		Exempt
Information Engineer		
Information Engineer, Level IV		Exempt
Information Engineer, Level III		Exempt
Information Engineer, Level II		Exempt
Information Engineer, Level I		Exempt
Computer Operator		
Computer Operator, Level IV		Exempt
Computer Operator, Level III		Exempt
Computer Operator, Level II	03042 - Computer Operator II	Non-Exempt
Computer Operator, Level I	03041 - Computer Operator I	Non-Exempt
Technical Support		
Technical Typist	01612 - WordProcessor II	Non-Exempt
Technical Writer, Level II		Exempt
Technical Writer, Level I		Exempt
Video Production Assistant		Exempt
Telecommunications		
Telecommunications Specialist, Level VI		Exempt
Telecommunications Specialist, Level V		Exempt
Telecommunications Specialist, Level IV		Exempt
Telecommunications Specialist, Level III		Exempt
Telecommunications Specialist, Level II	03042 - Computer Operator II	Non-Exempt
Telecommunications Specialist, Level I	03041 - Computer Operator I	Non-Exempt

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No	B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>		
D. System/Item IT Support Services	E. Contract/PR No.	F. Contractor		

1. Data Item No A001	2. Title of Data Item GFP Annual Report		3. Subtitle	
4. Authority	5. Contact Reference IAW G.4/CLA.4528		6. Requiring Office AMQ-240	
7. DD 250 Req'd No No	8. APP Code	9. Distribution Statement Required	10. Frequency Annual	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14	13. Date of Subsequent Submission See Block 14		15. Distribution	

14. REMARKS: Block 12 – After assuming full performance, report is due on September 15, 2005. Block 13 – Subsequent reports are due on September 15 th of each subsequent year.	a. Addressee		c. Final Copies	
	AMQ-240		Hard Copy	Elec Copy
			1	1
16. Total			1	1

G. Prepared By: Cheryl Edmondson	H. Date: 5/5/04	I. Approved By: Jacqueline M. Seaman	J. Date: 5/5/04
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>			
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor			
1. Data Item No A002		2. Title of Data Item Direct Hourly Labor Rate Report			3. Subtitle		
4. Authority		5. Contact Reference IAW H.6/Cla.0125			6. Requiring Office AMQ-240		
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required			10. Frequency Quarterly	11. As of Date (AOD) Date of assuming full performance	
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14			15. Distribution		
14. REMARKS: Block 12 – After assuming full performance, report is due on the 10 th of the month following the first quarterly period. Block 13 – Subsequent reports are due on the 10 th of the month following each quarterly reporting period.					a. Addressee	c. Final Copies	
						Hard Copy	Elec Copy
					AMQ-240	1	1
					16. Total	1	1
G. Prepared By: Cheryl Edmondson			H. Date: 5/5/04		I. Approved By: Jacqueline M. Seaman		J. Date: 5/5/04

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>				
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor				
1. Data Item No A003		2. Title of Data Item Contract Employee Listing			3. Subtitle			
4. Authority		5. Contact Reference IAW H.22/Cla.4554(g)			6. Requiring Office AMQ-240/AMI-100/AMC-700			
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required			10. Frequency Semi-Annually			
					11. As of Date (AOD) Date of assuming full performance			
12. Date of First Submission	See Block 14	13. Date of Subsequent Submission	See Block 14					
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th of the month following the first semi-annual period. Block 13 – Subsequent reports are due on the 5 th of the month following each semi-annual reporting period.					15. Distribution			
					a. Addressee	c. Final Copies		
						Hard Copy	Elec Copy	
					AMQ-240		1	
AMI-100		1						
AMC-700		1						
					16. Total	3		
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04	I. Approved By: Jacqueline M. Seaman			J. Date: 5/5/04		

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No	B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>		
D. System/Item IT Support Services	E. Contract/PR No.	F. Contractor		

1. Data Item No A005	2. Title of Data Item Vacancy Report		3. Subtitle	
4. Authority	5. Contact Reference PWS 1.2.1.4		6. Requiring Office AMI-100	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required	10. Frequency Weekly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14	13. Date of Subsequent Submission See Block 14		15. Distribution	

14. REMARKS: Block 12 – After assuming full performance, report is due on the following Monday. Block 13 – Subsequent reports are due every Monday thereafter. Format to include the following: Current Vacancies Vacancy Information Section Task Number COTR Name Skill Level Date Notified of Vacancy Target Date to be Filled By No. of Days Delinquent Status Task Leader Name Summary Section Total No. of Positions Filled No. of Positions to be Filled Past Due Percent of Positions to be Filled Past Due Filled Vacancies Vacancy Information Section Task Number COTR Name Skill Level Date Notified of Vacancy Target Date to be Filled By No. of Days Delinquent No. of Days Filled Prior to Target Date Status Task Leader Name (Continued on Page 2)	a. Addressee	c. Final Copies	
		Hard Copy	Elec Copy
	AMI-100		1
	Multiple COTRs		1
	16. Total		2

G. Prepared By: Cheryl Edmondson	H. Date: 5/5/04	I. Approved By: Evelyn K. Bachman	J. Date: 5/5/04
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>		
D. System/Item CSC Support Services		E. Contract/PR No.		F. Contractor		
1. Data Item No A006		2. Title of Data Item Training Report			3. Subtitle	
4. Authority		5. Contact Reference PWS 1.2.1.6		6. Requiring Office AMI-100		
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (AOD) Date of assuming full performance	
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution		
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th day following the monthly reporting period. Block 13 – Subsequent reports are due on the 5 th day of each month following each monthly reporting period. Format to include the following: Identification Section Report Title Contract Number Reporting Period Training Information Section Organization Task Number Contract Employee Name Course Name Purpose of Training Summary of Training by Organization Section Organization No. of Employees No. of Courses Total Summary of Training Year to Date Section Month No. of Employees No. of Courses Total				a. Addressee	c. Final Copies Hard Copy Elec Copy	
				AMI-100	Multiple COTRs	1
				16. Total	1	
G. Prepared By: Phyllis Townsley		H. Date: 5/5/04		I. Approved By: Evelyn K. Bachman		
				J. Date: 5/5/04		

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No	B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>		
D. System/Item CSC Services	E. Contract/PR No.	F. Contractor		

1. Data Item No A007	2. Title of Data Item Premium Hour Report		3. Subtitle	
4. Authority	5. Contact Reference PWS 1.2.4(d)		6. Requiring Office Various	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required	10. Frequency Monthly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14	13. Date of Subsequent Submission See Block 14		15. Distribution	

14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th day following the monthly reporting period. Block 13 – Subsequent reports are due on the 5 th day of each month following each monthly reporting period. Format to include the following: Identification Section Task Number Reporting Period COTR Name Task Leader Name Premium Hour Section Contract Employee Name Skill Level Total Premium Hours Authorized Total Premium Hours Used (Year to Date) Total Premium Hours Remaining Premium Hours Requested this Month Reason and Project/System Summary of Premium Hours Used by Month	a. Addressee		c. Final Copies	
	Multiple COTRs		Hard Copy	Elec Copy
				1
16. Total				Multiple

G. Prepared By: Phyllis Townsley	H. Date: 5/5/04	I. Approved By: Evelyn K. Bachman	J. Date: 5/5/04
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>		
D. System/Item IT Support Services		E. Contract/PR No.	F. Contractor		
1. Data Item No A008		2. Title of Data Item Contract Funds Status Report		3. Subtitle CFSR	
4. Authority		5. Contact Reference PWS 1.2.14		6. Requiring Office AMQ-240	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14	13. Date of Subsequent Submission See Block 14		15. Distribution		
14. REMARKS: Block 12 – After assuming full performance, report is due on the 10 th of each month. Block 13 – Subsequent reports are due on the 10 th of each month. Format to include the following for each task: a. Contract obligated amount (broken out by modifications) b. Total amount invoiced (break out cost of each effort) c. Funds remaining d. Open commitments (to be invoiced) e. % spent of obligated amount f. Forecast expenditures g. Forecast overage/shortage Contract format acceptable. Initial submittal requires Government approval to ensure format provides complete data.			a. Addressee	c. Final Copies	
			AMQ-240	Hard Copy	Elec Copy
			16. Total	1	1
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04	I. Approved By: Jacqueline M. Seaman		J. Date: 5/5/04

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>			
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor			
1. Data Item No A009		2. Title of Data Item Project Tracking Executive Summary			3. Subtitle		
4. Authority		5. Contact Reference PWS 5.1.2			6. Requiring Office Various		
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required			10. Frequency Monthly		
11. As of Date (AOD) Date of assuming full performance							
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14			15. Distribution		
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th day following the monthly reporting period. Block 13 – Subsequent reports are due on the 5 th day of each month following each monthly reporting period. Format to include the following: Project Information Section Project Name Project Leader Phone Review Period Starting Review Period Ending Project Status Section Schedule Resource Utilization Budget Training Risks Issues and Corrective Actions Section					a.	c. Final Copies	
					Addresssee	Hard Copy	Elec Copy
					Multiple COTRs		1
					16. Total		Multiple
G. Prepared By: Cheryl Edmondson			H. Date: 5/5/04		I. Approved By: Evelyn K. Bachman		J. Date: 5/5/04